App. F. IX-4

Previous References. (1942-43. War.) File No. 291-42
Serial Nos. 1 to 29

Later References.

V 2(1) D

GENERAL AND REVENUE SECRETARIAT

Serial Nos. Twenty Nine only.-

Part B for August 1944

SUBJECT

Technical Training Scheme. —
Training Centres.

S.M.Krishnan.
26.8.44.

H13/W

T. T. Schem - M. S. Ry/Workshop.

General and Revenue Secretariat

W File No. 291 of 1942-43. [App. F. III-2

Serial No. 91

From The Secy to the Govt of Mysore F. 7. 42/W 8 29th Jul. 42 forwarding a copy of Labour Dept Memorandum to the G. M. M. S. Ry intimating the Govt sanction to the training of 121 trainees at the MSR Workshops.

Subd for perusal.

The previous letter on the subject was subd to the Ry Secy on 22/7. The strength to be trained was increased from 96 to 121.

30/7

30/7

21/7

21/7

Ry Secy to see now original returned

31/7.

4/8/42

Noted and returned. A similar reference has also been received from the G. M., & further action is being taken on that reference separately.

(D No. 294)

War Section) 10/8

10/8

NOTE—Cont. Sheet.

RECEIVED
JUL 31 1942
No. 1052

SECTY.
30 JUL 1942
GOVT. OF MYSORE.

R.O. 18.
RAILWAY SECTT.
No. 4.8.42
Date

WD 04155—GPB—55,000—23-10-41

564/W

T. T. Scheme.

W File No. 708/W 291 of 1942-43

General and Revenue Secretariat

Serial No. 3.

OFFICE OF MINISTER FOR LAW
AUG 13 1942
No. 1486

From The Secy to Govt Hqrs & Revenue
F. 7-42/W dt 10th aug. 42 forg
Labour Dept Cir. Memo No. 4 for
information

Subd for perusal.

(RS 11/8 Sec.)

11/8

Law Dept 13/8

18/8

From The Secy to Govt Hqrs & Revenue
F. 7-42/W dt 22nd aug. 42 requesting name
and designation of the officer who should be contacted on matters
relating to reconstruction T. T. Scheme.

Subd for perusal and orders
whether the Principal Engg College may be
entrusted to the officer, since the Engg College
is the major institution training War Technicians
and he is also a member of the Local Selection Committee

OFFICE OF THE MINISTER FOR LAW
AUG 26 1942
No. 1839

(RS 24/8 Sec.)

25/8

26/8

CHIEF SECRETARY. 11. AUG. 19[illegible] GOVT OF MYSORE.

CHIEF SECRETARY. 24. AUG. 1942 GOVT OF MYSORE.

708/W 758/W T. T. Scheme.

General and Revenue Secretariat | W File No. 291 of 1942-43 | [App. F. III—2

Serial No.	
	Subd with a draft reply to the Resy. Govt Labour Dept. as desired in the Resy letter.
	PS 28/8 Sec.
	Sd/- 28/8
5	Issued 1352/W dt 28th Aug 42 to the Govt of Bombay Labour Dept New Delhi 1353/W — Principal Emp Offr PN. 489. to the Resy.
6.	From The Govt of Bombay to the Hon'ble the Resident F. T. 42/W dt 28th Aug 42 requesting whether the Govt have any suggestions to offer in publicising the T. T. Scheme in the Sph. The Vacancies in the Several units in the Sph which have undertaken the TT scheme are being filled up by the Chairman WS&T Madras. Under the Office of the A Viswanath. Senior Regional Inspector for the Southern Circle is at Sahastra Road Bangalore and as and when Vacancies occur he is taking necessary action to advertise the Vacancies etc. Under Emp Offr the Govt sends a full list of Contractors from the Madras Province on the allotted to these Contractors and Madras is stated to be keeping in regard to the T. T. Scheme. Subd for orders whether a reply may be sent that the Govt have no suggestions to offer in the above circumstances.
	PS 29/8/42.

NOTE—Contn. Sheet.

WD 04155—GPB—55,000—23-10-41

758
W.

T. T Scheme.

W File No. 291 of 1942-43. General and Revenue Secretariat.

Serial No. SEP A 2001

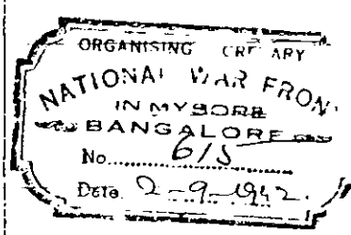
The organising Secretary, N.W.F. may kindly offer his comments

L
31/8

Yes. After detailed examination of the proposals, the Land Revenue Member may kindly be requested to offer his comments.

1/9

1/9



Organising Secretary, N.W.F.

L
1/9

I would propose that Mr. A. Viswanath, Senior Regional Inspector, who advertises vacancies and selects candidates for training and Mr. E. K. Ramaswamy, whose name has been furnished by the Govt. of India for correspondence on matters relating to recruitment of trainees under the scheme, be consulted as to the scope, for further recruitment. If there is room for recruits at the Technical Training Centres in the State, steps could be taken by the N.W.F. Organisation for publicising the scheme. Some lantern slides bearing on this subject have been ordered and lectures illustrated

615 (ND) Technical Training Scheme.

General and Revenue Secretariat | W File No. 291 of 1942-43. | [App. F. III-2

OFFICE OF THE LAW SECRETARY. SEP 9 1942 No. 2243

Serial No.

with these should be arranged at High Schools and Intermediate Colleges as well as at public halls.

Chief Secy. W.C.) 7/9/42

Law Dept. 8/9

Yes, by Engineering Dept & may well have consulted them & find final proposals

9/9 MGR 10/9

Issue letters to Mr. A Viswanath & Mr. E.K. Ramaswamy.

MGR 13/9

7. No. 1627-E & 15-9-1942

To

1) A. Viswanath, Esqre.

2) E.K. Ramaswamy, Esq.

Enquiring if there is likely to be further recruitment to T.T. Scheme & if there is any confusion in publication & urgency.

Submitted:

8 Letter No. 383 dated 25th September 1942 from Mr. E.K. Ramaswami, Principal, College of Engineering.

Mr. E.K. Ramaswami states that as a large number of applications for War Technicians' Classes have been received there is no necessity to advertise now. He suggests, however, that candidates from Mysore and mofussil centres may be asked to apply as sufficient number of applications from places other than Bangalore City and Cantt. are not received.

NOTE—Cont. Sheet.

WD.24156—GPB—55,000—23-10-41

The reply from Mr. A. Viswanath will be awaited.

28-9-42

Mr. A. Viswanath to be reminded. MGR 28/9

Technical Training Scheme. 758/W.

W File No. 291 of 1942-43. 615 General and Revenue Secretariat

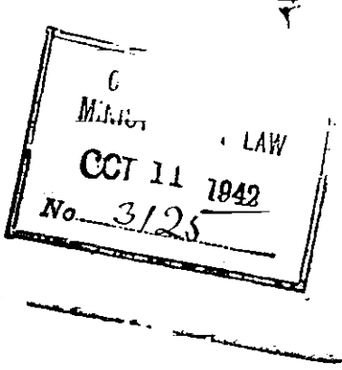
Serial No.

Submitted:

A draft reminder letter to Mr. A. Viswanath, Senior Regional Inspector, T.T. Scheme, Bangalore, is put up.

Done MRN 20/9/42

No. 1927/30-9-42 to Mr. A. Viswanath.



Submitted:

Letter No. SRI/B/1074 dated 5th October 1942 from Prof. A. Viswanath, Senior Regional Inspector, (Southern Circle), Bangalore.

The Senior Regional Inspector states that as propaganda for recruitment is the concern of the Chairman, National Service Labour Tribunal, Madras, this office letter has been referred to him for necessary action.

What was desired to be known was whether there was scope for further recruitment in the State under the Technical Training Scheme. While Mr. E.K. Ramaswamy has said definitely that there is no need for more recruits for the present, Mr. A. Viswanath has missed the point of the enquiry made of him. Flag Q. Flag R.

The Residency has to be informed that there is no need for publicising the scheme in this State either, as there is no scope for further recruitment.

A draft reply is submitted for approval.

10. Issued vide Pol 840 (3) 19/10/42

MRN 9/10/42

Law Minister) Please see the remarks

Chief Secy.) 11/10 For favour of issue. MRN 13/10/42

889 Qr. 1000 1070 W

T. T. Scheme.

General and Revenue Secretariat

W File No. 291 of 1942-43. [App. F. III-2

OFFICE OF THE MINISTER FOR LAW
SEP 12 1942
2307

OFFICE OF THE MINISTER FOR LAW
SEP 26 1942
No. 2616

SECRETARY.
11. SEP. 1942
GOVT. OF MYSORE.

Serial No. 11

From The Secy to Govt to Hon'ble the Revenue Minister
No. F. 7-42/W dated 9th Sept. 42 forwarding copy of Circular No 5 issued by the Labour Dept
Submitted for perusal. The main file to be submitted by the Organising Secy N W Z
re: publicity for the T T Scheme

RS 11/9

Secy (L)

Law Dept

11/9

Hon'ble Revenue Minister

14/9

12. From The Secy to Govt to Hon'ble the Revenue Minister.
No F. 7-42/W dated 22nd Sept. 42 forwarding copies of Labour Dept Memorandum to the Principal College of Engineering.

13. No. F. 7. 42/W dated 18th Sept. 42 forwarding copies of Labour Dept Memorandum dated 5th Sept. 42 with the telegraphic address of the Dir of Publicity & Recruitment and re the T. T. Scheme.

Submitted for perusal.

CHIEF SECRETARY.
24. SEP. 1942
GOVT OF MYSORE.

RS 24/9

Secy (L)

Law Dept

25/9

29/9

29/9

NOTE—Cont. Sheet.

WD[illegible]4155—GPB—55,000—23-10-41

1149/W

T. T. Scheme

W File No. 291

1409/W

of 1942-43.

General and Revenue Secretariat

Serial No. 14

NOV 6 1942 No 3909.

From The Secy to the Govt of Mysore F. 7-42/W 7 5th Oct. 42 forwg copy of Directive 6 & 21st Sept. 42 with the first set of Corrections slips to the Training Manual 1942.

Submitted for perusal.

RS 6/X SG

From The Secy to the Govt of Mysore F. 74/42 W 8 3rd Nov. 42 forwg copy of Directive No 7 for the information & guidance.

Submitted for perusal

15

RS 5/XI SG

CHIEF SECRETARY TO GOVT OF MYSORE 5 NOV 1942

Law Dept

94

71

T. T. Schem

16. 1733/W 1790/W

From The Secy to the Hon'ble the Resident.

F. 7-42/W dt 3rd Dec. 42 forwg copy of Labour Deptt Memorandum dt 20th Nov. 42 re: the training of Road Roller Drivers under the T. T. Schem at Cable Stations in the Southern Arabian Circle.

It is seen that 12 trainees each at Yelcharka & Kolar Aerodromes are to be trained. The Sub Div Officers (C.P.W.D) of the respective Aerodromes will be in charge of the Schem and trainees will be sent by the Chairman N.S.H.T Mazra to the various Stations. Subd for perusal.

955

(RS 4/12 Secy)

(Illegible)

Law Dept 7/12

17

From The Secy to the Hon'ble the Resident.

No F. 7-42/W dt 8th Dec. 42 forwg for information a copy of Directive No 8 issued by the Labour Deptt.

Subd for perusal.

(RS 9/12 Secy)

(Illegible)

Law Dept 10/12

OFFICE OF THE MINISTER FOR LAW
DEC 7 1942
No 4957

OFFICE OF THE MINISTER FOR LAW
DEC 10 1942
No

2100/W 2388/W

T.T. Scheme

From
18. The Secy to Govt Home Dept Bombay

F. 7-42/W dated 8th Jan. 43 forwarding copy of Labour Dept Circular No 9 dated 15th Dec. 42.

Submitted for perusal

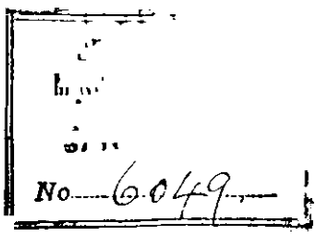
31618

(RS 9/1 SE)

1/1

Under Sy.

Law Sy 11/1



11/1

12/1

From
19. The Secy to Govt Home Dept Bombay

F. 7-42/W dated 21st Jan. 43 forwarding copy of Labour Dept Memorandum to Chairman of N.S.L.Ts re: Railway Vouchers to trainees.

Submitted for perusal. Copy is sent only for the information of this Govt.

(RS 22/1)

22.

Under Sy

22/1/43

20. The Secy to Govt Home Dept Bombay.

F. 7-42/W dated 6th Feb. 43 forwarding a amendment to the Labour Dept Memorandum dated 20th Nov. 42 re: the training of Road Roller Drivers at the Aerodromes.

Submitted for perusal. This amendment is in regard to the payment of stipends to the Road Roller Drivers undergoing training at the aerodromes. Govt Sub Divisional Officers.

(RS 8/2 Lab)

8/2

Under Sy

2378

Technical Training Scheme

Continuation Sheet. File No. W 2752 Page.
Current No. W 2866 of 42-43

21 From The Secy to Govt of Mysore Labour Dept.
F. 2752/W. 4 dt. 7.3.43 forwg copy
of Memorandum No. 40 issued by the Labour Dept.
Submd for perusal

RS 11/3

22. From The Secy to Govt of Mysore Labour Dept.
F. 2752/W dt. 5th March 43 forwg for information
a copy of Memorandum No. 46 issued by the Labour Dept.
Submd for perusal

RS 6/3

23. From The Secy to Govt of Mysore Labour Dept
F. 2752/W dt 20th March 43 forwg copy
of Labour Dept Memorandum dt 1st March 43
Submd for perusal.

RS 23/3

CHIEF SECRETARY 7985 24 MAR. 1943 GOVT OF MYSORE

24 From The Secy to Govt of Mysore Labour Dept
F. 2752/W dt 23rd March 43 forwg copy of Labour
Dept Memorandum dated March 43 on the GEF re Bright scheme
for Mysore Engineering Students
Labour Dept Memorandum submitted for
information and no action is called for in this office
Submd for perusal

RS 30/3

CHIEF SECRETARY 8017 11 FEB. 1943 GOVT OF MYSORE

Continuation Sheet. File No. 2964 of Page.
Current No. 3139/(2)

25

Forward copy of Circular Memo No. 7/4/42 dated 12-4-43.

Forwarded for information copy of Labour Dept. Circular No 103.

Submd. for perusal.

13/4/43.

26

Forward copy of Recruitment Circular No. 7/7/42/IV dated 2nd May 43 for information copy of Circular No 103 issued by Labour Dept.

10450

5.

Submd. for perusal.

5/5

OFFICE OF THE MINISTER FOR EDUCATION
Date 8.5.43.
No. 5355.

Min. Ed.

7/5/43

8/5/43

11047

27

14 MAY 19
OF MYSORE

OFFICE OF THE MINISTER FOR EDUCATION
Date 15.5.43.
No. 717

No 7-7-42/IV dated 13-5-43 from Rural forwarding copy of memo dated 17-4-43 of Govt of India Labour Dept on distribution of Circulars of Recruitment Inspectors.

Submd. for perusal. This copy is sent to Ms. only for information.

14/5/43. Chief Secy

Min Ed

14/5/43

15/5/43

T. T. Scheme.

3228/W.

Continuation Sheet. 3446/W File No. Current No. 291 of 42-43. Page.

28 Letter No 77-42/W dated the 13th May '43 from the Secy to the Hon'ble the Resident forwarding for information a copy of Labour Deptt Memorandum dt 21.4.43 to the G.M., G.B.F. re: cancelling the bicycle advance granted to Mr. Suryanarayana Rao.

Subd for perusal.

Jour. 17.5.43. Sec.

29. From The Secy to Hon'ble the Resident No F. 77-42/W dated ... forwarding for information a copy of Labour Deptt Direction No 14.

Subd for perusal.

W 291 - 42 - 1 413/W.

THE OFFICE OF THE HON'BLE THE RESIDENT IN MYSORE.

Dated Bangalore, the 29th July 1942.

No.F.7-42/W. (Secret)

A copy of the undermentioned paper is forwarded with compliments to the Chief Secretary to the Government of His Highness the Maharaja of Mysore, Bangalore, for information, in continuation of letter from this Residency No.F.7-42/W, dated the 4th July 1942.

CHIEF SECRETARY. 29. JUL. 1942 GOVT. OF MYSORE.

for Secretary to the Resident.

- - - - - - -

Memorandum from the Government of India, Labour Department, to the General Manager, Mysore State Railway, No.TRB-137, dated the 18th July 1942.

ksv.

Telegrams: "LABOUR"

GOVERNMENT OF INDIA.
DEPARTMENT OF LABOUR.

No. TRB-137

Dated Simla, the 18th July 1942.

MEMORANDUM.

Subject:- Technical Training Scheme at the Mysore State Railway Workshops.

Reference your telegram dated the 10th July 1942. In partial modification of this Department memorandum No. TRB137, dated the 16th June 1942, the Central Government sanction the training, on the usual terms and conditions, of 10 Boiler makers and 15 Riveters at the Mysore State Railway Workshops, Mysore. The revised allotment for these workshops will be as shown below:-

Fitters . .	30	Toolmakers	2
Turners ..	14	Grinders.	20
Machinists ..	12	Boiler makers.	10
Welders. ..	8	Rivetters	15
Tinsmiths. ..	10	Total.	121 (including 96 previously sanctioned).

Under Secretary to the Government of India.

To

The General Manager, Mysore State Railway, Mysore.

P.T.O.

63 [illegible]
2377

Copy forwarded to:-

1) Professor A.Viswanath, Senior Regional Inspector, Southern Circle, Bangalore;
2) the Chairman, Madras National Service Labour Tribunal, Madras. The additional vacancies may kindly be filled as early as possible;
3) *The Political Department; and
4) The Railway Department (Railway Board).

*with 2 spare copies.

Under Secretary to the Government of India.

Copy also forwarded to:-

1) the Accountant General, Central Revenues; and
2) the Accountant General, Madras, Bangalore.

The sanction has been given by this Department under the power vested in it under the Finance Department Office Memorandum No.F.13(69)-W/42, dated the 23rd March 1942.

for Under Secretary to the Government of India.

BATRA.16/7/42.
5-15-18-7-42

W 291-42-2.

The reply to this communication should be addressed to the Secretary to the Resident in Mysore, Bangalore, by designation and not by name.

No.F.7-42/W. (2 one)

FROM

THE SECRETARY
TO THE HON'BLE THE RESIDENT IN MYSORE.

To

The Chief Secretary to the Government
of His Highness the Maharaja of Mysore,
BANGALORE.

OFFICE OF THE MINISTER FOR LAW
AUG 6 1942
No. 1255

Dated Bangalore, the 1st August *1942.*

Technical Training Scheme -- Issue of Railway Vouchers to trainees.

SIR,

I am directed to forward for information a copy of the Government of India, Labour Department, letter No. TRA-464(1), dated the 16th July 1942, with enclosure.

I have the honour to be,

Sir,

Your most obedient servant,

for SECRETARY TO THE RESIDENT.

ksv.

W/SCTT

TELEGRAMS:
"LABOUR"

GOVERNMENT OF INDIA.
Department of Labour

No. TRA 464(1).

Dated Simla, the 16th July 1942.

From

H.Tufnell-Barrett, Esquire, I.C.S.,
Deputy Secretary to the Government of India,

To

The Chairmen of all National Service Labour Tribunals,
and
The President, Punjab & North West Frontier Province
Technical Training Selection Committee, Lahore.

Subject:-Technical Training Scheme- Issue of Railway Vouchers to trainees.

Sir,

As a result of requests received from certain Tribunals that they should be allowed to issue railway warrants to candidates selected for training at distant centres, it has been decided to introduce a railway voucher in the specimen form attached to this letter. Fifty books of Vouchers are being sent to you under separate cover and the vouchers may be brought into use immediately you receive the books. In addition to receiving a railway voucher, candidates who are selected for training in Provinces other than their own should continue to be given the daily allowance of annas -/8/- sanctioned in this Department letter No.TRA.464(1), dated the 18th March 1942.

2. With reference to paragraph 2(2) of the Training Manual, candidates who receive a railway voucher will not be entitled to receive travelling expenses (other than the allowance for road journeys.....

journeys) on joining a training centre and I am to request you to take particular care to ensure that the Heads of the training centres are at once informed of all cases in which railway vouchers are used. The Heads of the centres should also be informed of any cash payments which may have been made.

3. The books of Railway Vouchers should be kept in your personal custody under lock and key. Additional books may be obtained from this Department when required.

I have the honour to be,
Sir,
Your most obedient servant,

Deputy Secretary to the Government of India.

---

* Copy, with a copy of the enclosures, forwarded for information to-

(1) All Regional Inspectors.
(2) The Adjutant-General's Branch, General Headquarters, India, New Delhi.
(3) The Director of Civil Aviation in India, New Delhi.
(4) The Communications Department.
(5) The Supply Department.
(6) The Railway Department (Railway Board).
(7) The Political Department.

5
120
* 2
with 2 spare copies.
2
40

By order, etc.,

for Deputy Secretary to the Government of India.

Sharma:19.

S. 300 - 16-7-42.

SPECIMEN

Serial No.

COUNTERFOIL

Form X

Stamp of issuing office.

Issued to :—

Name.....

Address.....

.....

Posted to.....

Travelling from..... to .....

via.....

Available up to.....19.....

Station.....

Signature .....

Date .....

Chairman,.....
National Service Labour Tribunal.

President .....
Technical Training Selection Committee.

Serial No.

Form X

Stamp of issuing office.

GOVERNMENT OF INDIA
DEPARTMENT OF LABOUR
Technical Training Scheme

Trainees Railway Voucher

NOT TRANSFERABLE

To

THE STATION MASTER,

.....Station,.....Railway.

Please provide a single third class ticket by mail/express/passenger train for the under-mentioned from.....to.....via.....,
who has been selected for training under the Technical Training Scheme at.....
.....
(State name of the centre)

Available up to.....19.....

Name.

Station .....

Date.....19.....

Signature .....

Chairman,..... National Service Labour Tribunal.

President,.....Technical Training Selection Committee.

Certified that the ticket has been received by me on date.

Date.....19..... Signature of trainee.....

Third class ticket as noted below has been issued on the authority of this voucher.

Ticket No.....

Date.....19..... Signature .....
Station Master.

This form should be submitted to*.....for adjustment.
(Enter name of the Accounts Officer concerned)

The charge will be calculated at full tariff rates and is debitable to the head " 64-Miscellaneous expenditure connected with the war, 1939-H-Scheme for the training of skilled artisans".

* To be filled in by Issuing Officer.

NOTE.

1. This voucher must be signed by the Chairman of the National Service Labour Tribunal or the President, Technical Training Selection Committee.
2. Booking clerks will not accept this voucher if it does not bear the stamp of the issuing office on the face.
3. This voucher must be exchanged for a ticket at the starting station.
4. Any alteration in this form will render it null and void.

H155Doff.—150—20.7.42—GIPS

NOTE.

1. This voucher must be signed by the Chairman of the National Service Labour Tribunal or the President, Technical Training Selection Committee.
2. Booking clerks will not accept this voucher if it does not bear the stamp of the issuing office on the face.
3. This voucher must be exchanged for a ticket at the starting station.
4. Any alteration in this form will render it null and void.

Serial No.

Subm. for favour of information.

4/8/42

CHIEF SECRETARY. 5. AUG. 1942 GOVT. OF MYSORE.

NOTE—Cont. Sheet.

WD 04155—GPB—55,000—23-10-41

W 291-42-3. 564

The reply to this communication should be addressed to the Secretary to the Resident in Mysore, Bangalore, by designation and not by name.

No. F.7-42/W. (ee 2) 45.

FROM

THE SECRETARY
TO THE HON'BLE THE RESIDENT IN MYSORE.

To

The Chief Secretary to the Government of His Highness the Maharaja of Mysore,
Bangalore.

Dated Bangalore, the 10th August *1942.*

Technical Training Scheme.

SIR,

I am directed to forward for information a copy of the papers noted in the margin.*

1. Letter from the Government of India, Labour Department, No.TRA-480(2), dated the 16th July 1942, without enclosure.
2. Directive No.4, dated the 15th July 1942, issued by the Government of India, Labour Department.

CHIEF SECRETARY. 10 AUG. 1942 GOVT. OF MYSORE.

I have the honour to be,
Sir,
Your most obedient servant,

for ~~SECRETARY~~ TO THE RESIDENT.

GOVERNMENT OF INDIA

DEPARTMENT OF LABOUR

Directive No. 4.

Simla, the 15th July 1942.

I.—Monthly Progress Reports.

There is reason to believe that the figures given in columns 4 and 5 of the Monthly Progress Report by some training centres are incorrect. As it is important that the figures in these two columns should be accurate, the attention of Heads of training centres is drawn to the fact that both columns relate only to trainees who have left the training centre to join a Service *unit*. The figures given should not include trainees who are transferred from civil to Civmil centres. Attention is also drawn to the fact that column 4 is to include only trainees who have passed the prescribed trade tests, while column 5 is to include only those trainees who are posted to Service units *without* having passed the prescribed trade tests, *i.e.*, as Improvers. All training centres are requested to review the figures given in these two columns up to date and to ensure that the figures given in the next and subsequent reports are correct. If the Heads of civil centres wish to show the numbers of trainees who have been transferred from their centres to Civmil centres, they may include an additional column for this purpose at the bottom of the form.

[TRA. 195.]

II.—Grant of advance stipends to trainees recruited from distant places.

Reference paragraph 2 (3) of Part I of the Training Manual, 1942. Trainees may be allowed an advance of Rs. 9 at any time within the first 21 days of their stay at a training centre and may draw this advance in addition to any amount which may be due to them on account of part-stipend for a broken period of less than a month. In such cases the recoveries will begin from the first month in which a full stipend becomes due.

[TRA. 464|77.—F. D. U. O. No. 542-W. (S.)|42, dated the 26th June 1942.]

III.—Unauthorised expenditure.

Heads of training centres sometimes incur expenditure of a kind which is not authorised and then approach the Labour Department for sanction. This procedure is irregular and may lead to difficulties. Heads of centres are asked not to incur such expenditure without the sanction of the Labour Department or the Regional Inspector.

[TRB. 378|53.]

IV.—Educational standards required of trainees.

Reference Item II of this Department Directive No. 3, dated the 15th June 1942.

Owing to an error, Instrument Mechanics were wrongly included in category (2) instead of category (1). The qualification required of Instrument Mechanic trainees is that they should have read up to the Matriculation standard. Certain new trades have been included in the Technical Training Scheme. The list of educational qualifications required of candidates for training in the different trades has therefore been amplified to cover these trades. The amplified list is published below for information.

Educational Qualifications.

(1) *Draughtsmen, Instrument Mechanics, Surveyors and Wireless Operators.*—Should have read up to Matriculation standard.

(2) *Armature Winders, Boiler Attendants, Electric Fitters, Electricians, Engine Artificers, Grinders, Machinists, Millwrights, Tool-makers and Turners.*—Should have an elementary knowledge of English and be able to do simple calculations in English figures.

(3) *Boilermakers, Electroplaters, Engine Drivers, Fitters, Linesmen, Moulders, Painters, Plumbers, Riveters, Roller Drivers, Textile Refitters, Vulcanists, Welders and Wiremen.*—Should be literate in their own language but need not necessarily have a knowledge of English. Fitters, however, should be able to read and write English figures and if necessary should be given the necessary instruction during their training.

(4) *Blacksmiths, Bricklayers, Carpenters, Masons, Patternmakers and Tin and Coppersmiths.*—Should as a rule have read up to the 4th Vernacular standard and in any case should be sufficiently literate in their own language to take down notes, etc., during lectures.

These qualifications are the minimum required. *Preference should always be given to literate candidates having a knowledge of English.* Where the educational standard of the trainees at any training centre is low, arrangements should be made to give them such instruction as is necessary.

[TRA. 448|28.]

V.—Transfer of trainees to Army Training Centres.

Delay has occurred in the despatch of the Last Pay Certificates of trainees transferred to Army Training Centres causing difficulty and inconvenience to the trainees. The Last Pay Certificates of trainees transferred to Army Training Centres or units or to Civmil Centres should be forwarded as soon as possible after the departure of the trainees.

[TRB. 249|32.]

VI.—Return of old files by Training Centres to the Tool Depot, Jamalpur.

In order that the carbon steel contained in old files may not be wasted, training centres are requested, when ordering new files, to send an equivalent number of worn out files, *Freight to Pay,* to the Inspector incharge of Supply, Tool Depot, Jamalpur.

[TRD. 150|49.]

VII.—Verification of educational qualifications of Matriculate Trainees.

Before permitting a trainee who is said to be a Matriculate to draw the higher rate of stipend of Rs. 27 per month, the Head of the training centre should require the trainee to produce his Matriculation certificate, and in submitting bills for the stipends of such trainees the Head of the Centre should certify on the bills that the educational qualifications of the trainees have been verified.

[TRD. 2056|9.]

VIII.—Countersignature of Bills by Regional Inspectors.

Bills relating to items of expenditure sanctioned by the Regional Inspectors in exercise of the powers delegated to them need not be countersigned by them.

[TRA. 58|210.—F. D. U. O. No. 569-W. (S.)|42, dated the 23rd June 1942.]

IX.—Reserve Stock of Mild and Cast Steel.

The attention of all heads of training centres is drawn to paragraph IV of Part III—Stores Guide on pages 32-33 of the Training Manual. A reserve stock of various categories of steel is now maintained by the Inspector-in-Charge of Supply so that training centres may be able to obtain their requirements without difficulty. Certain training centres are not taking advantage of this arrangement and are following the incorrect procedure of applying for a licence to the Steel Control Adviser. This causes delay and may result in disappointment. Training centres should make a point of sending their indents for the categories of steel kept in the reserve stock to the Inspector-in-Charge of Supply, 12, Stephen House, Dalhousie Square, Calcutta, in the prescribed form. The indents should be placed well before the stocks at the training centre are exhausted.

[TRD. 116|275.]

X.—Replacement of Lost or Damaged Tools.

(1) When the Head of a Training Centre wishes to replace tools lost or damaged by trainees from the stock of the Inspector-in-Charge of Supply, he should send a requisition to the Inspector along with a certificate that the cost

of the tools will be deposited in the local Treasury and the receipt furnished to the Inspector in due course. The Inspector will supply the tools without waiting for the Treasury receipt.

(2) Reference paragraph 11 (6) of the Training Manual, 1942.

The cost of replacement of tools damaged or lost by trainees should in future be recovered from the trainees not by short drawals in the bill for stipends, but by deduction from the stipend at the time of making payment to the trainees concerned. The amount recovered should be deposited in the local Treasury under the head "LII—Receipts connected with the war, 1939—Unclassified items". The Treasury receipt should then be forwarded to the Inspector-in-Charge of Supply.

(3) The necessary amendments to the Training Manual will be issued later.

[TRD. 2052, F. D. n. o. No. 518-W-(S)]112, dated 13th July 1942.]

XI.—Mild and Cast Steel.

The following modifications should be carried out in the lists of steel printed in paragraph IV of Part III—Store Guide, of the Training Manual :—

Page 32—

1. Add the following items under Rounds :—

i.	.. ..	$1\frac{1}{4}$" diameter.
j.	.. ..	$1\frac{1}{2}$" diameter.
k.	.. ..	$1\frac{3}{4}$" diameter.
l.	.. ..	2" diameter.
m.	.. ..	$2\frac{1}{4}$" diameter.

2. Add the following under Flats :—

m.	.. ..	$2\frac{1}{2}$" × $\frac{1}{2}$"

Page 33—

3. Substitute the following for the List under "Hexagon Bars—Mild Steel"—

		Nut size.
a.	.. ..	$\frac{1}{2}$"
b.	.. ..	$\frac{3}{4}$"
c.	.. ..	$\frac{7}{8}$"
d.	.. ..	$1\frac{1}{8}$"
e.	.. ..	$1\frac{1}{4}$"

In order to avoid confusion, when indenting for hexagon bars Heads of centres should invariably specify the "nut size" of the bars required and not the "across flats" dimensions of the bars.

[TRD-416]490.]

CIVMIL PLAN.

XII.—Conversion of certain centres into Civmil.

The following training centres have been converted into Civmil Centres :—

1. Central Technical Institute, Lashkar, Gwalior.
2. Government Carpentry School, Allahabad.
3. Forest Research Institute, Dehra Dun.

The list of Civmil Centres at pages 28 to 30 of the Training Manual, 1942, should be amended accordingly.

[TRA. 917.]

XIII.—Absentees and absconders.

The instructions contained in paragraph V of Directive No. 2, dated the 15th May 1942, do not apply to enrolled trainees, but if an enrolled trainee absents himself for more than 10 days, training fees may not be drawn in respect of the absconding trainee on and from the 11th day. If an enrolled trainee absconds, the case should at once be brought to the notice of the Military officer appointed to deal with the discipline of enrolled trainees at the centre who will take such measures to bring about the apprehension of the absentee as he considers fit. There is no objection to enrolled trainees who have absconded being returned to their original centre.

[TRA. 273]107.]

XIV.—Transfers and postings of enrolled trainees.

Trainees who are enrolled by Technical Recruiting Officers and posted to Civmil centres usually report at the Civmil centres some days after their enrolment. In such cases, they should be paid from the date of enrolment and not from the date on which they join the Civmil centre. Technical Recruiting Officers have been asked to enter in the *Rahdari* Certificate the date on which the trainees should report at the Civmil Centres and if a trainee reports after that date, the case should be reported to the military authority referred to in paragraph 10 of the Civmil Plan for such action as he considers fit.

[TRA. 411|II.]

XV.—Training Manual, 1942—Part II—The Civmil Plan—Page 28.

Corrigendum.—In the penultimate line of paragraph 13 for the letters and figures " Rs. 27 " *substitute* the letters and figures " Rs. 22 or Rs. 27 ".

[TRA. 56|118.]

XVI.—Advance of ration allowance and actual expenses for road journeys to enrolled trainees on being posted to Civmil Centres.

Certain Assistant Technical Recruiting Officers are giving advances of pay to the trainees enrolled by them and posted to Civmil centres. These trainees are eligible for other advances on arrival at the centres and in order to avoid confusion over their recovery it has been decided, in consultation with the Adjutant General's Branch, General Headquarters, that the advances made by Assistant Technical Recruiting Officers to enrolled trainees on being posted to Civmil centres should be restricted to ration allowance for the period of the journey and actual expenses for the road journeys involved, if any.

XVII.—Telegraphic Reports to Adjutant-General.

Until further notice the fortnightly telegraphic reports to the Adjutant-General referred to in paragraph IV of Directive No. 2, dated the 15th May 1942, should be sent by Express letter and not by telegram. In submitting these reports, Heads of Civmil Centres should invariably take into account the period of training spent by the enrolled trainees at civil centres.

XVIII.—Monthly Progress Reports.

In preparing the monthly progress report required under paragraph 20 of the Training Manual, Heads of Civmil centres are requested to include in future an entry at the bottom of the report giving the number of enrolled trainees who have passed the prescribed trade tests but are continuing their training pending the receipt of posting orders. This information is required to enable the Adjutant-General to place his demands at centres where passed trainees are known to be available.

[TRA. 900.]

N. C. SHRIVASTAVA,
Under Secretary to the Government of India.

To

*All Heads of Training Centres.

†Copy forwarded for information to Communications Department.
Political Department.
Defence Department.
Adjutant General's Branch, General Hedquarters, New Delhi.
Railway Department.
Director of Civil Aviation in India.

By order, etc.
I. M. BHATNAGAR,
for *Under Secretary to the Government of India.*

---

* With one spare copy.

† With $\frac{2}{40}$ / $\frac{15}{100}$ spare copies.

$\frac{2}{5}$

Copy, with 50 spare copies, forwarded to the Finance Department, for information and communication to all Accountants General and Comptrollers.

By order, etc.

I. M. BHATNAGAR,

for *Under Secretary to the Government of India.*

Copy forwarded for information to :—

(i) *All Chairmen of National Service Labour Tribunals ;

(ii) *The President, Punjab and N.-W. F. P. Technical Training Selection Committee ;

(iii) *All Regional Inspectors of Technical Training.

(iv) †General Managers, East Indian, North Western, B. B. & C. I., Great Indian Peninsula, Bengal and Assam, Mysore State and H. E. H. the Nizam's State Railways ; and

(v) †Agents and General Managers, Bengal Nagpur, Bengal and North Western, and Central India, Madras and Southern Mahratta, Rohilkund and Kumaon, South Indian, Barsi Light and Dibru-Sadiya Railways.

(vi) †Electrical and Mechanical Engineer, Bikaner ;

(vii) †Manager and Engineer-in-Chief, Gaekwar's Baroda State Railway, Baroda ;

(viii) †Manager, Jodhpur Railway, Jodhpur ;

(ix) †The Manager, Bhavnagar State ;

(x) *The Dewan, Bhavnagar State ; and

(xi) *The Manager, Bikaner State Railway, Bikaner.

By order, etc.

I. M. BHATNAGAR,

for *Under Secretary to the Government of India.*

Copy with 2 spare copies, forwarded for information, to the Auditor General of India, Director of Railway Audit ; the Chief Auditors and Government Examiners of Accounts, Bengal, Nagpur, Bengal and North Western and South Indian Railways ; Auditor of Accounts and Government Examiner of Accounts, Rohilkhund and Kumaon Railway ; and Chief Auditor and Accountant, and Government Examiner of Accounts, Madras and Southern Mahratta Railway ; and (Financial Adviser and Chief Accounts Officers) and Chief Auditors, East Indian Great Indian Peninsula, Bengal and Assam, North Western and Bombay, Baroda and Central India Railway, Auditor of Accounts, Jodhpur Railway, Jodhpur, and Auditor of Accounts, Bikaner State Railway, Bikaner.

By order, etc.

I. M. BHATNAGAR,

for *Under Secretary to the Government of India.*

---

*With three spare copies.

†With 10 spare copies to the B. B. & C. I. Railway, 7 to the R. & K. Railway, 6 to the G. I. P. Railway, 4 to the Jodhpur Railway and 3 to the rest.

L146DofL—1,600—15-7-42—GIPS

Telegrams:
"LABOUR"

GOVERNMENT OF INDIA.
DEPARTMENT OF LABOUR.

No.TR-480(2)
Dated Simla, the 16th July 1942.

From

H.Tufnell-Barrett, Esquire, I.C.S.,
Deputy Secretary to the Government of India,

To

All Provincial Governments, and Administrations.

--

Subject:- Technical Training Scheme - Appointment of Director of Publicity and Recruitment.

Sir,

I am directed to forward for the information of the Provincial Government copy of a letter No.TR480(1), dated the 16th July 1942, appointing Khan Bahadur Mushtaq Ahmed Gurmani as Director of Publicity and Recruitment under the Technical Training Scheme. The purpose of the appointment is to secure the closest possible liaison between National Service Labour Tribunals and Provincial and local Selection Committees and the Department of Labour. I am to request that all concerned may be informed of the appointment and that every assistance may be given to the Director during his tours in the Province.

I have the honour to be,
Sir,
Your most obedient servant,

Deputy Secretary to the Government of India.

D.O. Referred to.

Copy, with a copy of the enclosure forwarded for information to the Chairmen of all National Service Labour Tribunals, and the President, Punjab and North West Frontier Province Technical Training Selection Committee, Lahore, with the request that full advantage may be taken of the Director's services in organising publicity and recruitment campaigns. Where Publicity Officers have been appointed, they should be asked to make a point of getting into touch with the Director on his first visit to the Province. The new appointment will not affect in any way, the present arrangements for recruitment but where there is difficulty in finding recruits, the Director will do his best to assist the local authorities to secure them.

Copy, with a copy of the enclosure, forwarded for information to:-

(1) All Regional Inspectors.

(2) The Adjutant-General's Branch, General Headquarters, India, New Delhi.

(3) . . . . .

(3) The Defence Department.

(4) The Supply Department.

(5) The Railway Department (Railway Board).

(6) The Political Department.

(7) The Communications Department.

By order, etc.,

S. M. Bose

for Deputy Secretary to the Government of India.

B.T.R. 16/7/42.

S. 40-25-7-42.

W 291-42-4.

708
W.

The reply to this communication should be addressed to the Secretary to the Resident in Mysore, Bangalore, by designation and not by name.

URGENT.

No. F.7-42/W.

FROM

THE SECRETARY TO THE HON'BLE THE RESIDENT IN MYSORE.

To

The Chief Secretary to the Government of

His Highness the Maharaja of Mysore, Bangalore.

Dated Bangalore, the 22nd August *1942*.

Technical Training Scheme - Direct correspondence between State officials and the Director of Publicity and Recruitment.

- - -

SIR,

I am directed to refer to the letter from the Government of India, Department of Labour, No.TRA-480(2), dated the 16th July 1942, a copy of which was forwarded with my letter No.F.7-42/W, dated the 10th August 1942, and to state that the Government of India have authorised the Director of Publicity and Recruitment to correspond direct with State officials concerned with the Technical Training Scheme on matters relating to Recruitment. I am therefore to request that, if there is no objection, the name and designation of the officer of the Government of Mysore with whom the Director should make contact may kindly be intimated direct to the Government of India, Labour Department a copy being sent to this Residency for information at the same time.

I have the honour to be,
Sir,
Your most obedient servant,

Muhammad Asgar.
for SECRETARY TO THE RESIDENT.

VN

No 1352/W dated 28/8/42 —

W 291-42-5.

The Secy. to the Govt. of India,
Labour Dept.

Sir,

Technical Training Scheme - Director correspondence between State officials and the Director of Publicity and Recruitment.

- - - - - - -

I am directed to state that the Secy. to the Hon'ble the Resident in Mysore has written to say that the Director of Publicity and Recruitment has been authorised to correspond direct with State officials concerned with the Technical Training Scheme on matters relating to Recruitment and have requested that the name and designation of the officer may be intimated to direct to you. I am accordingly to furnish below the name and designation of the officer of this State with whom the Director should make contact:-

(of this Govt with whom the Director should make Contact.)

Name - E.K. Ramaswami, Esq.

Designation- Principal, College of Engineering, Bangalore.

I have etc.,

for Chief Secy. to Govt.

Memo No 1353/W d 28/8/42

Copy to the Principal, Engineering College, with a copy of Resy. letter.

Copy to the Residency.

No. 1352/W.

28th August 1942.

The Secretary to the Government of India,
Labour Department, New Delhi.

Technical Training Scheme - Direct correspondence between State Officials and the Director of Publicity and Recruitment.

- - - -

I am directed to state that the Secretary to the Hon'ble the Resident in Mysore has written to say that the Director of Publicity and Recruitment has been authorised to correspond direct with State officials concerned with the Technical Training Scheme on matters relating to Recruitment and has requested that the name and designation of the officer of this Government with whom the Director should make contact may be intimated direct to you. I am accordingly to note below the name and designation of the concerned State Officer:-

Name - E.K. Ramaswami Esq., B.Sc.(Lond.), A.C.G.I.,M.I.Mech.E.,M.A.S.M.E., M.I.E. (India).

Designation - Principal, College of Engineering, Bangalore.

I have the honour to be,
Sir,
Your most obedient servant,

(Sd.) M.G.Mehkri.

~~For~~ Chief Secretary to Government.

Memo No. 61489 Dated the 28th August 1942.

Copy of the above is forwarded with compliments to the Secretary to the Hon'ble the Resident in Mysore, with reference to his letter No.F.7-42/W dated the 22nd August 1942.

Letter No 1353/W. d 28/8/42 to Principal Engineering College, Blore

For Chief Secretary to Government.

W 291-42-6.

758
W

The reply to this communication should be addressed to the Secretary to the Resident in Mysore, Bangalore, by designation and not by name.

No. F.7-42/W.

FROM

THE SECRETARY
TO THE HON'BLE THE RESIDENT IN MYSORE.

To

War

The Chief Secretary to the Government of
His Highness the Maharaja of Mysore,
Bangalore.

28 AUG. 194[illegible]

Dated Bangalore, the 28th August *1942.*

Technical Training Scheme.

SIR,

The Officer on Special Duty for States, National War Front says that the Front has been asked by the Government of India to assist in publicizing the Technical Training Scheme in Indian States and that he has not yet started such publicity in the States, as there appears to be little or no scope for further recruitment there. He adds that if however the Government of Mysore consider such a campaign would be useful in the State, he will be glad to help in any way which they may suggest. I am therefore to request that, if there is no objection, any suggestions which the Government of Mysore wish to offer in this connection may kindly be forwarded to this Residency at an early date.

I have the honour to be,
Sir,
Your most obedient servant,

for SECRETARY TO THE RESIDENT.

VN

MA 1627-8

W291-42-7.

2

'58

Dear Sir,

As it is intended to train a larger number of technicians under the Government of India Technical Training Scheme, I desired to enquire if there is scope for further recruitment for this training in the State. If there is scope, I am to request you to let me know if any campaign for publicizing the scheme in the State is necessary and what suggestions you ~~xxx~~ would offer in that behalf.

Yours sincerely,

1. A. Viswanath, Esq., B.Sc.,
2. E.K. Ramaswami, Esq., Bangalore.

'58

No.

Dated 13th Sept. 1942.

Urgent

Dear Sir,

As it is intended to train a larger number of technicians under the Govt. of India Technical Training Scheme, I am desired to enquire if there is scope for further recruitment for this training in the State. If there is scope, I am to request you to le me know if any campaign of for publicizing the scheme in the State is necessary and what suggestions you would offer in that behalf ~~matter~~.

Yours sincerely,

12/9

A. Viswanath, Esq., B.Sc.,
Senior Regional Inspector, T.T.Scheme
Southern Circle, Seshadri Road, B'lo

E.K. Ramaswamy, Esq.,
Principal, College of Engineering.

12/9

383

UNIVERSITY OF MYSORE

E. K. RAMASWAMI, B.Sc. (LONDON).
A.C.G.I., M.I.Mech.E., M.A.S.M.E., M.I.E.,
Principal.

W 291-42-8.

COLLEGE OF ENGINEERING
BANGALORE

Dated 25th Sept., 1942.

757.
26/9

Dear Mr. Sultan Mohiyuddin,

As we have a large number of applications for the War Technicians' classes there is no necessity to advertise now. I, however, suggest that candidates from Mysore and the moffusil centres may be asked to apply to me as I am not getting sufficient applicants from places other than Bangalore City and Cantonment.

Thanking you,

757/
26/9

Yours sincerely,

E K Ramaswami

TO

Sultan Mohiyuddin, Esq., M.A., LL.B., M.Ed.,
Organizing Secretary, National War Front,
BANGALORE.

No. MP 1927

Dated 28th Sept. 1942.

Dear Sir,

I am desired to invite your reference to my letter No. 1627-8 dated the 15th September 1942 enquiring if there is scope for further recruitment for the training of technicians, and to request ~~the favour of~~ an early reply in the matter.

Yours sincerely,

A. Viswanath, Esq., B.Sc.,
Senior Regional Inspector, T.T.Scheme,
Southern Circle, Seshadri Road,
Bangalore.

W291-42-9.

GOVERNMENT OF INDIA

TELEGRAMS: SENREGINS, BANGALORE.
TELEPHONE: 2238

DEPARTMENT OF LABOUR

From

Prof. A. Viswanath, M.SC., D.I.C., (Lond) M.I.E.,
Senior Regional Inspector, (Southern Circle)
No. 4, SESHADRI ROAD, BANGALORE,

To

The Organizing Secretary of the
National War Front in Mysore
General & Revenue Secretariat, Bangalore.

Ref. No SRI/B/1074 859 6/10 *Dated* 5th October, 1942

Sir,

Ref:- Your D.O.No.N.W.F.1927, dated 29th Sept. 1942.

With reference to your above letter, I would like to inform you that propaganda for recruitment is the concern of the Chairman, National Service Labour Tribunal, Madras and his area covers the whole of Southern Circle, including Mysore State. Your letter No. 1627-8 has been forwarded to that Office for necessary action.

9/10/42 6/10

SENIOR REGIONAL INSPECTOR

Lol 840 d 19.10.1942
W291-42-10.

To

The Secretary to the Hon'ble
the Resident in Mysore,
Bangalore.

Sir,

TECHNICAL TRAINING SCHEME

With reference to your letter No.F.7--42/W. of the 28th August 1942, I am directed to inform you that it is ascertained that a large number of applications for admission to War Technician classes are being received. ~~As there is no scope for further re-~~ ~~cruitment under the Technical Training Scheme in this State either, no need is felt for any further publicity to the scheme in the State.~~

The Principal, Engg College, which is a 'Central' Centre, reports, however, that the proportion of Mysoreans to Non-Mysoreans is ~~as at present coming in~~ inadequate. ~~for~~ small. If posters are sent for distribution to High Schools & advertisements are published in local newspapers, this may improve ~~the situation~~ Labour Secretariat may ~~be asked to report~~ accordingly 9/10.

I have etc.,

Chief Secretary.

PL/-

19th October 1942.

~~18th~~

R/1840

The Secretary to the Hon'ble the Resident in Mysore,
Bangalore.

TECHNICAL TRAINING SCHEME

—

With reference to your letter No. F.7--42/W. of the 28th August 1942, I am directed to inform you that it is ascertained that a large number of applications for admission to War Technician classes are being received. The Principal, Engineering College, which is a 'Civmil' centre reports, however, that the proportion of moffusil candidates is small. If posters are sent for distribution to High Schools and advertisements are published in local newspapers, this may improve.

I have the honour to be,
Sir,
Your most obedient servant,

Chief Secretary to Government.

PL/-

No.F.7-42/W. (Secret)

From W 291-42-11 889/W.
The Secretary to the Hon'ble
the Resident in Mysore.

To

The Chief Secretary to the
Government of His Highness
the Maharaja of Mysore,
Bangalore.

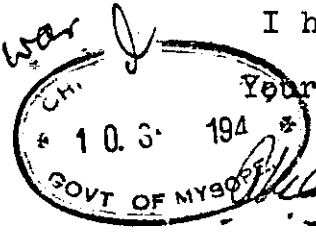
Dated Bangalore 9th Sept 1942.

Technical Training Scheme.

Sir,

I am directed to refer to my letter No.F.7-42/W, dated the 10th August 1942 and to forward for information a copy of Directive No.5, dated the 15th August 1942, issued by the Government of India, Labour Department.

I have the honour to be,
Sir,
Your most obedient servant,



for SECRETARY TO THE RESIDENT

GOVERNMENT OF INDIA.

DEPARTMENT OF LABOUR.

DIRECTIVE No. 5.

Simla, the 15th August 1942.

I. Clothing—Workshop.

Heads of training centres who have found difficulty in purchasing overalls for their trainees are invited to call for quotations from the following firms, which are prepared to supply overalls in mazri cloth at Rs. 3-8-0 each :—

1. Messrs. The Orient Tailors, Khazanchi Road, P. O. Bankipur, Patna.
2. Messrs. Kamalalaya Stores, Ltd., Calcutta.

[TRA. 402|100|129.]

II. Equipment—Repairs to.

The cost of repairs to equipment on account of wear and tear should be met out of the training fees. The Government of India will bear the cost of repairs to equipment supplied at its expense only in the event of breakage or defects due to faulty manufacture.

[TRD. 28|VIII—F. D. C. O. No. 582-W. (S.)|42, dated the 6th July 1942.]

III. Expenditure—Classification of.

Expenditure incurred on account of compensatory dearness allowances granted to the staff at training centres should be adjusted under the sub-head "H-3-Allowances & Honoraria". Heads of training centres are requested to show this item separately under the sub-head "H-3" in their monthly expenditure statements.

[TRD. 72.]

IV. Matriculation Trainees—Verification of Educational Qualifications.

Reference para. VII of this Department Directive No. 4, dated the 15th July, 1942.

Where a candidate who claims to be a Matriculate is unable to produce his Matriculation certificate, he may be allowed to draw the higher rate of stipend of Rs. 27 p. m. if he can produce a certificate signed by the Head Master of the school which he last attended or other evidence that he has actually passed the Matriculation examination.

In addition to Matriculates, the higher rate of stipend may be paid to trainees who have passed other equivalent examinations, such as the High School Leaving Certificate Examination, Senior or Junior Cambridge Certificate Examination, or the Oxford School Certificate Examination, on production of satisfactory evidence to that effect.

[TRA. 1195|1.]

V. Resignations—Stipends—Recoveries of.

In paragraph 13 (1) of Part I of the Training Manual, 1942, for the word "enrolment" occurring in line 2 substitute the word "admission".

[TRA. 411|400.]

VI. Royal Indian Navy—Volunteers needed for.

Recruits are urgently required for appointment to the Communications Branch of the Royal Indian Navy as signalmen and telegraphists, and it has been agreed that trainees in any trade except Draughtsmen, Surveyors, Wireless Operators, or Instrument Mechanics (including any already enrolled in the Army) who have the necessary qualifications and wish to volunteer for this branch of the Service may be considered. The starting pay is Rs. 60 per month with free rations and free clothing, etc. Candidates must have a good knowledge of English both written and spoken and should preferably have read up to the Matriculation standard. The physical requirements are :—

Height—5′—2″.
Weight—105 lbs.
Chest—30″.
Minimum chest expansion—2″.

For Signalmen.—Full normal vision 6|6 in both eyes. Glasses may NOT be worn.

For Telegraphists.—Not less than 6|9 in one eye and 6|12 in the other. Glasses may be worn.

Heads of training centres are asked to bring this offer to the notice of such of the trainees at their centres as appear to have these qualifications, and forward the names of any volunteers to the Technical Recruiting Officer concerned referring to this Directive.

[TRA. 1196.]

VII. Steel—Mild & Cast.

Reference paragraph IV of Stores Guide, Part III of the Training Manual, 1942.

Heads of training centres should invariably quote the weight of the various categories of steel required by them when they apply for a licence to the Labour Department, or place an indent on the Inspector incharge of Supply for the categories of steel kept in the reserve stock.

[TRD. 416|537.]

VIII. Stores—Accounting.

Reference paragraph VIII of the Stores Guide, Part III of the Training Manual, 1942.

The cost of stores obtained from the reserve stock should be credited to Central Revenues under the head "Transactions connected with the war, 1939, in Section P—Deposits and Advances, Part IV—Suspense (Cost of reserve stock of equipment for training of war technicians)".

[TRD. 2028—F. D. U. O. No. 1376|WII|42, dated the 14th March 1942.]

IX. Tools entrusted to trainees—Verification of.

Reference paragraphs 11 (3) and 22 (8) of Part I of the Training Manual.

A training centre recently asked for the value of tools lost by trainees to be written off on the ground that the trainees responsible for the loss had left the centre. To avoid write-offs of this kind, training centres are requested to verify the tools entrusted to a trainee before he leaves the centre and to recover the cost of the tools lost or damaged from the stipend due to him. If the cost exceeds his dues, the trainee should be asked to make good the balance and if he fails to do so the training centre, unit or factory to which he has been transferred or posted should be asked to recover the amount due. The amount recovered should be credited to Central Revenues under the head "LII—Receipts Connected with the War, 1939—Unclassified Items."

[TRD. 2952.]

X. Training Manual, 1942—Appendix VII—Page 50.

Addendum.—At the end of Northern Circle *add* the following entry:—

5. Major W. C. Leeper, I. A.*	Secretary to Govt., North-West Frontier Province, Peshawar.	Devwef.	North-West Frontier Province.

* Honorary.

[TRA. 39-XIII-(1), dated 18th July 1942—F. D. U. O. No. 684-W. (S.)|42, dated 16th July 1942.]

CIVMIL PLAN.

XI. Accounting.

Reference paragraph 14 of the Civmil Plan, Part II of the Training Manual.

It has now been decided that *all charges* connected with enrolled trainees though met in the first instance from the head "64—Miscellaneous expenditure connected with the war, 1939." should be debitable ultimately to Defence Estimates. In order to avoid complications in accounting, however, no separate sets of accounts need be kept by Heads of Training Centres, but with effect from the 1st September 1942. the training fees in respect of enrolled trainees should be drawn by Heads of both Civil and Civmil training centres on separate bills marked "Civmil Plan—enrolled trainees" in the same way as the bills for the stipends of enrolled trainees except that the bills will be prepared in one section only, *vide* paragraph 13 of the Civmil Plan.

2. The expenditure incurred on training fees will be recouped subsequently by Accountants General and Comptrollers by lump sum contributions from Defence Estimates in the way described in paragraph 14 of the Civmil Plan, and to cover the balance of the expenditure on enrolled trainees, the Accountant

General or the Comptroller concerned will at the time of recoupment increase by 15 per cent. the total amount to be recouped from Defence Estimates on account of training fees, stipends, pay and allowances, and cost of conveyance by road.

[TRA. 916—F. D. U. O. No. 2901-WII|42, dated 23rd July 1942.]

XII. Certificate—Last Pay.

Reference paragraph 18 (5) of the Training Manual, 1942.

With effect from the 1st September 1942, a new form of Last Pay Certificate will be introduced at all training centres for use in the case of *enrolled* trainees who are transferred either from Civil to Civmil Training Centres or from Civil or Civmil Centres to Army Units or Army Training Centres. Copies of the new form are now in the Press and will be supplied to training centres by the end of this month. On receipt of a supply of the forms, Heads of Training Centres should make a point of seeing that whenever an *enrolled* trainee is transferred to another centre or posted to an Army Unit, two copies of the certificate are sent to the Head of the centre or the Officer Commanding the Unit.

2. It is not at present proposed to introduce a form of Last Pay Certificate in the case of civil trainees, but before a trainee of this class is transferred to another training centre or posted to a factory on completion of his training, the Head of the training centre should see that all dues outstanding against the trainee have been recovered and that he has been paid up to date. If for any reason this is not possible, the Head of the centre should inform the Head of the centre to which the trainee is transferred or if he is posted to a factory, the Superintendent or Manager of the factory, of any amounts due to the trainee or outstanding against him and ask him to adjust them. In such cases payments to the trainee will be debitable to the head " 64—Miscellaneous expenditure connected with the War, 1939—II—Scheme for the Training of Skilled Artisans ", while any amounts recovered from the trainees should be credited to the head " LII—Receipts connected with the War—Unclassified items ".

[TRA. 443|4.]

XIII. Civmil Centres—Conversion into.

The following training centres have been converted into Civmil Centres :—

1. The Delhi Electric Supply and Traction Co., Ltd., Delhi.
2. Institute of Engineering Technology, Calcutta.
3. Jamia Islamia Institute, Karachi.

The Government Industrial School, Calicut, has been reconverted into a Civil Training Centre. The list of Civmil Centres at pages 28-29 of the Training Manual, 1942, should be amended accordingly.

[TRA. 917.]

XIV. Enrolled Trainees—Advances of Pay on posting to Army Units or Army Training Centres.

In order to ensure that enrolled trainees on being posted to Army Units or Army Training Centres are not placed in difficulty owing to lack of funds, such trainees may in future be granted an advance of Rs. 16|- (one month's basic pay), on being posted to an Army Unit or Army Training Centre.

2. The advances will be granted by the Technical, Deputy Technical or Assistant Technical Recruiting Officers in the case of trainees posted direct from civil centres to Army Units or Army Training Centres and by the Head of the Civmil Centre concerned in the case of enrolled trainees posted from Civmil Centres to Army Units or Army Training Centres. In both cases the advances will be paid when the trainee leaves the civil or Civmil centre either to join an Army Unit or Training Depot or to proceed on leave preparatory to joining such a unit or depot.

3. The details of all advances granted under these sanctions should be entered in the Last Pay Certificate of the trainee concerned. Funds for the payment of the advances should be drawn on bills marked " Civmil Plan—Enrolled trainees " and debited by the Accountant General concerned against the Controller of Military Accounts in whose audit area the Army Unit or Army Training Centre is located.

4. The advances will be recovered from the trainees in two equal monthly instalments by the Officer Commanding the Army Unit or Army Training Centre to which the trainees are posted.

[TRA. 411-X|5. F. D. U. O. No. 2872-W II|42, dated the 13-7-42.]

XV. Enrolled Trainees—Military Escort.

If an escort is considered necessary for the guidance or convenience of enrolled trainees posted from Civmil Centres to Army Units or Army Training Centres, the Head of the Civmil Centre should request the T. R. O. or A. T. R. O. concerned to make the necessary arrangements. Where Civmil hostels have been established the escort, if considered necessary, will be provided by the Commanding Officer from his military establishment. In all other cases the T. R. O. or the A. T. R. O. will provide the escort from his staff.

[TRA. 924.]

XVI. Enrolled Trainees—Pay.

The following paragraphs should be substituted for paragraphs 5 and 6 of the Civmil Plan, Part II of the Training Manual, 1942. The new arrangement will come into effect from the 1st October, 1942.

"5. **Pay of enrolled trainees**—

Trainees may enrol in the Army on or at any time after being admitted to a training centre. Unless he has previous experience of his trade, however, no enrolled trainee will be eligible for the improver rate of pay until he—

(a) has completed one month's training including any period prior to his enrolment ;

(b) has passed an elementary trade test conducted by the Head of the centre ; and

(c) has been certified by the Head of the centre as likely to make an efficient tradesman.

If a trainee fails to pass the elementary trade test, he may be given further tests at subsequent intervals until he reaches the requisite standard when he should be given the necessary certificate and will become eligible for the improver rate of pay. Trainees who have previous experience of their trades may be given the elementary trade tests and certified as likely to make efficient tradesmen at any time after their enrolment.

Note.—The expression 'likely to make an efficient tradesman' means that a trainee must show sufficient intelligence and elementary mechanical aptitude to justify the belief that he is likely with further training to become a competent tradesman in a reasonable time. The test is left entirely to the discretion of the Head of the centre.

6. **Improver rates of pay.**—The improver rates of pay are as under :—

Trades.	Basic pay.	Trade pay.	Hair cutting and washing allowance.	Ration allowance.	Total cash per month.
	Rs. A. P.	Rs. A. P.	Rs. A. P.	Rs. A. P.	Rs. A. P.
Blacksmith, Boilermaker, Bricklayer, Carpenter, Draughtsman, Electrician, Engine Artificer, Fitter, Instrument mechanic, Machinist (Metal), Mason, Moulder, Pattern maker, Plumber, Riveter, Surveyor, Tin & Coppersmith, Turner, Welder (Oxy. or Electric). Wireless Operator, Engine Driver (I. C.) and Engine Driver (Steam).	16 0 0	11 4 0	0 10 0	9 6 0	37 4 0
*Linesman, Painter, Textile Refitter and Vulcanist	16 0 0	9 6 0	0 10 0	9 6 0	35 6 0

*The number of linesmen who may enrol and receive the improver rate of pay is limited. Those who are not enrolled will draw the usual stipends until they pass the trade tests, when if admitted to the M. E. S. they will be eligible to draw pay at the rate of Rs. 30—3—60 p. m.

Notes.—

(1) If free food or rations in kind are issued, ration allowance will not be admissible.

(2) If hair-cutting and washing facilities are provided, hair-cutting and washing allowance will not be admissible.

[A. G. Branch U|O 25503|A. G. 2 (b. 2), dated the 10th July 1942—TRA. 411|395.]

XVII. Pay—Rates of.

With effect from the 6th June 1942, Engine Drivers (I. C. and Steam) have been upgraded to the first category of tradesmen given in paragraph 5 of the Civmil Plan—Part II of the Training Manual. The improver rate of pay, when admissible to trainees in this trade, will consequently be payable at Rs. 37-4-0 p. m. with effect from that date.

2. Although liable for service overseas, trainees in the following new trades will not be enrolled and will not be eligible for the improver rate of pay. These trades should therefore be deleted from the list of trades given in paragraph 5 of the Civmil Plan. The rates of pay admissible to trainees who pass the prescribed trade tests in these trades are as shown :—

(1) Armature Winders .. .. Rs. 42—3—66 p. m.
(2) Electrical Fitters .. .. Rs. 42—3—66 p. m.
(3) Roller Drivers (I. C. and Steam) .. Rs. 60—3—81 p. m.
(4) Wiremen .. .. .. Rs. 39—3—60 p. m.

3. Only a limited number of linesmen will be eligible for enrolment and the improver rate of pay under the terms of the Civmil Plan. The remainder will draw the usual stipends, until they pass the trade tests when they will be eligible to draw pay at the rate of Rs. 30—3—60 p. m.

[A.G. Branch U|O 3022|A.G. 2 (b. 2), dated the 14th July 1942—TRA. 411|396]

XVIII. The first set of correction slips to the Training Manual, 1942, will be issued with the Directive for September 1942.

N. C. SHRIVASTAVA,
Under Secretary to the Government of India.

To

*All Heads of Training Centres.

†Copy forwarded for information to

Communications Department.
Political Department.
Defence Department.
War Department.
Adjutant General's Branch, General Headquarters, New Delhi.
M. G. O.'s Branch, General Headquarters, New Delhi.
Railway Department (Ry. Board).
Director of Civil Aviation in India.

By order, etc.
I. M. BHATNAGAR,
for Under Secretary to the Government of India.

Copy, with 50 spare copies, forwarded to the Finance Department, for information and communication to all Accountants General and Comptrollers.

2. The Accountants General and Comptrollers may kindly be informed that it has been decided that debits in respect of the expenditure referred to in paragraph XI duly supported by a certificate of Audit should be raised quarterly by the Civil Accountants General or Comptrollers concerned against the Controller of Military Accounts, Central Command, Meerut.

By order, etc.
I. M. BHATNAGAR,
for Under Secretary to the Government of India.

---

*With one spare copy.
2
45
†With 5 spare copies.
15
200
15
2
5

Copy forwarded for information to :—

(i) *All Chairmen of National Service Labour Tribunals ;

(ii) *The President, Punjab and N.-W. F. P. Technical Training Selection Committee ;

(iii) *All Regional Inspectors of Technical Training.

(iv) †General Managers, East Indian, North Western, B. B. & C. I., Great Indian Peninsula, Bengal and Assam, Mysore State and H. E. H. the Nizam's State Railways ; and

(v) †Agents and General Managers, Bengal Nagpur, Bengal and North Western, and Central India, Madras and Southern Mahratta, Rohilkund and Kumaon, South Indian, Barsi Light and Dibru-Sadiya Railways ;

(vi) †Electrical and Mechanical Engineer, Bikaner ;

(vii) †Manager and Engineer-in-Chief, Gaekwar's Baroda State Railway, Baroda ;

(viii) †Manager, Jodhpur Railway, Jodhpur ;

(ix) †The Manager, Bhavnagar State ;

(x) *The Dewan, Bhavnagar State ; and

(xi) *The Manager, Bikaner State Railway, Bikaner.

(xii) †The General Manager, Jaipur State Railway, Jaipur.

By order, etc.

I. M. BHATNAGAR,

for Under Secretary to the Government of India.

Copy, with 2 spare copies, forwarded for information, to the Auditor General of India, Director of Railway Audit; the Chief Auditors and Government Examiners of Accounts, Bengal Nagpur, Bengal and North Western and South Indian Railways ; Auditor of Accounts and Government Examiner of Accounts, Rohilkund and Kumaon Railway ; and Chief Auditor and Accountant, and Government Examiner of Accounts, Madras and Southern Mahratta Railway ; and (Financial Adviser and Chief Accounts Officers) and Chief Auditors, East Indian, Great Indian Peninsula, Bengal and Assam, North Western and Bombay, Baroda and Central India Railway, Auditor of Accounts, Jodhpur Railway, Jodhpur, and Auditor of Accounts, Bikaner State Railway, Bikaner.

Copy, with 2 spare copies, also forwarded to the Financial Adviser, Military Finance and the Military Accountant General.

By order, etc.

I. M. BHATNAGAR,

for Under Secretary to the Government of India.

---

*With three spare copies.

†With 10 spare copies to the B. B. & C. I. Railway, 7 to the R. & K. Railway, 8 to the G. I. P. Railway, 5 to the Jodhpur and Jaipur Railways and 3 to the rest.

L175DofL—1,600—17-8 42—GIPS

W 291-42-12. 1010. 15

THE OFFICE OF THE HON'BLE THE RESIDENT IN MYSORE.

Dated Bangalore, the 22 Sept. 1942.

No.F.7-42/W. (Secret)

A copy of the undermentioned paper is forwarded with compliments to the Chief Secretary to the Government of His Highness the Maharaja of Mysore, Bangalore, for information.

CHIEF SECRETARY 22 SEP 194 GOVT. OF MYSORE

By order, etc.,

for Secretary to the Resident.

Memorandum from the Government of India, Labour Department , to the Principal, College of Engineering, Bangalore, No.TR(B-II)-651, dated the 5th September 1942.

Telegrams:
"LABOUR"

GOVERNMENT OF INDIA.
DEPARTMENT OF LABOUR.

No. TR(B-II)-651

Dated Simla, the 5th September 1942.

Memorandum.

Subject:- Technical Training Scheme - Training of semi-skilled Artisans at the College of Engineering, Bangalore.

The Senior Regional Inspector, Southern Circle, has recommended the training of further two carpenters at your College. The Central Government accept the recommendation and, in modification of clause (1) of paragraph 1 of this Department letter No. TRB651, dated the 1st April 1942, sanction -

50 Fitters.	(1) the training of two additional trainees at your College; thus raising the total number to 233 as detailed in the *margin.
3 Machinists.	
2 Millers.	
25 Turners.	
40 Blacksmiths.	
10 Moulders.	
32 Carpenters.	
40 Electricians.	
15 Surveyors.	
16 I.C.Engine Drivers.	
233	

2. The Central Government also sanction the engagement by you, when required, in consultation with the Senior Regional Inspector, of the following additional staff:-

One Supervisor Instructor for turners, machinists, Blacksmiths and Moulders on pay not exceeding Rs. 120/- (one hundred and twenty) per mensem.

One Fitter Instructor (Lecturer or non-mistry type) on pay not not exceeding Rs. 85/- (Eightyfive) per mensem and,

One Electrician Instructor (Lecturer or non-mistry type) on pay not exceeding Rs. 85/- (eightyfive) per mensem.

The Fitter Instructor (Lecturer or non-mistry type) now sanctioned is in lieu of one of the eight posts of workman Instructors sanctioned in this Department letter No. TR(33-IV) dated the 4th January 1941 and whose pay was raised from Rs. 40/- per mensem to Rs. 45/- per mensem each in this Department letter No. TRB651, dated the 7th January 1942. The date of appointment and the pay fixed for the above staff should be reported.. Funds required to meet the above charges should be obtained from the local Treasury as laid down in this Department letter No. TR58, dated the 20th December 1940.

M. Shivdasani

Under Secretary to the Government of India.

To

The Principal,
College of Engineering, Bangalore.

D.O.No. Nil.

--:--

Copy forwarded to:-

1. The Chairman, Madras National Service Labour Tribunal.
2. The Political Department (with 3 spare copies.)
3. The Technical Recruiting Officer, Corn Wallis Barracks, Trinity Road, Bangalore, with the request that trainees may be sent to the Centre to fill the seats now sanctioned as early as possible.

4 ...

4. Professor A.Viswanath, Senior Regional Inspector, Southern Circle, with reference to his letter No. SRI/B/310, dated the 19th July 1942.

5. The Adjutant General in India, General Headquarters, New Delhi.

6. E.E.L. Grundy, Esquire, OBE, Inspector-in-charge of Supply, Calcutta.

Under Secretary to the Government of India.

--:--

Copy (with one spare copy) also forwarded to the Finance Department for communication to the Accountant General, Madras.

2. The sanction has been given by this Department with the concurrence of the Finance Department vide their U.O.I. No. 3371-W-II/42, dated the 28th August 1942.

Under Secretary to the Government of India.

RBT/5-9-42-20"

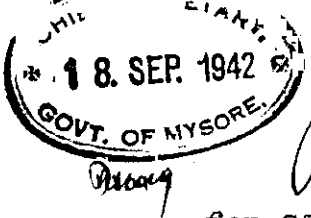
W 291-42-13. 1008 W

THE OFFICE OF THE HON'BLE THE RESIDENT IN MYSORE,

Dated Bangalore, the 18th Sept. 1942

No.F.7-42/W.(Eccae)

A copy of the undermentioned paper is forwarded with compliments to the Chief Secretary to the Government of His Highness the Maharaja of Mysore, Bangalore, for information.



By order, etc.,

for SECRETARY TO THE RESIDENT.

Memorandum from the Government of India, Labour Department No.TRA-I-480, dated the 5th September 1942.

GOVERNMENT OF INDIA.
Department of Labour.

No. TRA-I-480.

Dated Simla, the 5th September, 1942.

MEMORANDUM.

The following is the telegraphic address of the Director of Publicity and Recruitment under the Technical Training Scheme:-

"PUBRLC" Simla.

Under Secretary to the Government of India.

To

1). All Provincial Governments and Administrations,
2). All Chairmen of National Service Labour Tribunals,
3). The President, Punjab and North West Frontier Province Technical Training Selection Committee,
4). All Regional Inspectors, and
5). Adjutant General's Branch, General Headquarters, India, New Delhi with 100 spare copies for communication to all Technical and Assistant Technical Recruiting Officers.
6). Political Department (with 45 spare copies)

HRG.4. S 195-5-9 42.

G.R.S. III—3]

ROUTINE NOTES

[To be used only for notes, requisitions, etc., not intended for permanent record.]

Subd. If approd. this may be sent to the War Section for favour of taking necessary action.

JSP 21/9.

Asst Secy Adv Sec" Admi Complt

Ok 21.9.

N.B.—should routine notes be written on small slips, the notes must be copied or slips pasted on this form.

WD 078—GPB—30,000—25-7-40

W 291-42-14.

No.F.7-42/J. (Sec 2)

From

The Secretary to the Hon'ble
the Resident in Mysore.

To

1149/W

The Chief Secretary to the
Government of Mysore,
Bangalore.

Dated Bangalore, the 5th Octr.1942.

Technical Training Scheme.

Sir,

I am directed to refer to my letter No.F.7-42/..., dated the 9th September 1942, and to forward for information a copy each of Directive No.6 dated the 21st September 1942 and the first set of correction slips to the "Training Manual 1942" issued by the Government of India, Labour Department.

I have the honour to be,
Sir,
Your most obedient servant,

CHIEF SECRETARY
6. OCT. 1942
GOVT. OF MYSORE

for SECRETARY TO THE RESIDENT.

GOVERNMENT OF INDIA

DEPARTMENT OF LABOUR

Technical Training Scheme

DIRECTIVE No. 6.

Dated Simla, the 21st September 1942.

I.—ALLOWANCE—DEARNESS.

All whole-time Instructional, Clerical and Inferior staff employed under the Technical Training Scheme and paid from Central Revenues are eligible to draw with effect from the 1st August 1942 dearness allowance at the rates sanctioned in Government of India, Finance Department, Notification No. F.-2 (40)-W/42, dated the 20th August 1942 (copy attached). These orders do not apply to trainees whose case has been dealt with separately (see paragraph IV).

[TRA 1181.]

II.—PUBLICITY.

Information was received recently of a trainee who after being posted to an Army unit made such good progress that he was promoted to be a Viceroy's Commissioned Officer. The Labour Department would be glad to get information of other cases in which trainees have done specially well on passing out from training centres either into the Services or factories. Will Heads of Training Centres please supply any such information which they may have and also details of any trainees who have shown marked inventive ability, capacity to manage or exceptional qualities of leadership ?

[TRA-1207.]

III.—REPORTS—MONTHLY PROGRESS—

(1) In submitting their monthly progress reports some Heads of Training Centres are showing the number of Engine Driver trainees, both I. C. and Steam, under the head " Engine Driver (Steam) ". As information is required as to the number of trainees in each trade separately, heads of training centres are requested to give the number of Engine Drivers (Steam) only in the column provided in the report and the number of Engine Drivers (I. C.) in the last column. The progress report will be amended in due course.

[TRA-900—A.G.'s Branch U.O. No. 25524-A. G.-2 (b-2), dated 11th August 1942.]

(2) Many training centres are not preparing the figures given in columns 4—7 of the Monthly Progress Reports in accordance with the instructions contained in footnote (1) of the form. The figures given in these columns should show the total number of trainees who have left the centre from the original opening of the classes up to the end of the month under report and not merely the number of trainees who have left the centre during that month.

[TRD-195.]

IV.—STIPENDS—INCREASE OF—

With effect from the 1st September, 1942 the stipends of trainees will be increased as follows. The areas referred to are those defined in Government of India, Finance Department, Notification No. F.-2 (40)-W/42, dated the 20th August, 1942 (copy attached) :—

	Areas.		
	A	B	C
	Rs.	Rs.	Rs.
Matriculates	31	30	29
Non-Matriculates	26	25	24

Trainees who are undergoing higher training as toolmakers, die sinkers and Grade II draughtsmen will draw increased stipends as shown below :—

Present rates.	Increased rates. Areas.		
	A	B	C
Rs.	Rs.	Rs.	Rs.
35	41	40	39
40	49	47	46
60	69	67	66

[TRA-473.]

V.—TRAINING MANUAL—CORRECTION SLIPS—

Reference paragraph XVIII of Directive No. V, dated the 15th August 1942.

Copies of the first set of correction slips to the " Training Manual, 1942 " are enclosed.

CIVMIL PLAN.

VI.—CIVMIL CENTRES—CONVERSION INTO—

The following training centre has been converted into a Civmil Centre :—

P. V. Krishnaiah Chaudary Training Centre, Guntur.

The Engineering College, Muslim University, Aligarh, has been reconverted into a Civil Training Centre.

VII.—ENROLLED NON-IMPROVER TRAINEES—PAY OF—

With effect from the 1st September 1942, trainees at *Civmil* Centres who have been enrolled in the Army but who have not completed one month's training and have not been certified as likely to make efficient tradesmen will draw the following rates of pay instead of the usual stipends admissible to Civil trainees :—

Enrolled Non-Improver Trainees.

	I. *When residing in Civmil hostels.*	Rs. a.	II. *When not residing in Civmil hostels.*	Rs. a.
Matriculates ..	Basic pay	16 0	Basic pay	16 0
	Messing allowance	2 0	Hair cutting and washing allowance	0 10
	Hair cutting and washing allowance	0 10	Matriculation allowance ..	5 0
	Matriculation allowance	5 0	Ration allowance	9 6
	Total ..	23 10	Total ..	31 0
	plus free rations.			
Non-Matriculates ..	Basic pay	16 0	Basic pay	16 0
	Messing allowance	2 0	Hair cutting and washing allowance	0 10
	Hair cutting and washing allowance	0 10	Ration allowance	9 6
	Total ..	18 10	Total ..	26 0
	plus free rations.			

NOTE.—The expression " Civmil " hostel means a hostel at a Civmil Centre at which there is a military staff and at which arrangements have been made for the issue of rations and the running of a trainees' mess.

2. Enrolled trainees at Civil Centres will draw the usual stipends admissible to Civil trainees so long as they remain at those centres. They will, however, be eligible for the rates of pay given in column II of the statement above from the date of enrolment in the Army and will draw the difference between their stipends and those rates on reporting at a Civmil Centre or an Army Unit or training Centre.

3. Enrolled trainees at Civmil Centres who have been certified as likely to make efficient tradesmen and are drawing the Improver rate of pay will continue to draw the rates of pay laid down in paragraph 6 of the Training Manual (as amended by paragraph XVI of Directive No. 5, dated the 15th August 1942), and if they are living in Civmil hostels they will be entitled with effect from 1st September 1942, to draw in addition to those rates a messing allowance of Rs. 2 per month, in cash or in kind at the discretion of the local Commanding Officer.

[W.D., U. O. No. 9299-A/48, dated 12th August 1942.] [TRA. 923.]
[F.D. U. O. No.1232-W (5)/42, dated 14th September 1942.]

VIII.—GRADE III PASSED TRAINEES—PAY OF—

When an enrolled trainee passes the prescribed trade test, he becomes entitled to the Grade III rate of Army pay from the date shown in his Trade Test Certificate [see Part I, paragraph 18 (3) and Appendix X of the Training Manual]. The Grade III rate of pay is not, however, payable until the trainee reports at an Army training centre or an Army unit. Trainees who pass the prescribed trade tests will therefore draw the Improver rate of pay shown in paragraph 6 under the Civmil plan Part II of the Training Manual, so long as they remain at a Civmil centre. On reporting at an Army unit or a training centre, they will be taken on the strength with effect from the date shown in the Trade Test Certificate and will be paid at the Grade III rate from that date. Heads of training centres should make this date clear in the Last Pay Certificates (see Appendix XXI).

Trainees who enrol after passing the prescribed trade tests will become entitled to the Grade III rate of pay from the date of enrolment and not the date of the trade tests.

[TRA-411—III A. G.'s Branch U. O. No. 3150/A.G.-2 (b-2), dated the 12th August 1942.]

N. C. SHRIVASTAVA,

Under Secretary to the Government of India.

To

*All Heads of Training Centres.

†Copy forwarded for information to

Communications Department.
Political Department.
Defence Department.
War Department.
Adjutant General's Branch, General Headquarters, New Delhi
M. G. O.'s Branch, General Headquarters, New Delhi.
Railway Department (Railway Board).
Director of Civil Aviation in India.

By order, etc.

I. M. BHATNAGAR,

for *Under Secretary to the Government of India.*

Copy, with 50 spare copies (with 50 copies of correction slips to the Manual) forwarded to the Finance Department, for information and communication to all Accountants General and Comptrollers.

By order, etc.

I. M. BHATNAGAR,

for *Under Secretary to the Government of India.*

---

* With one spare copy (with 5 copies of the correction slips to the Training Manual to Training Centres with 100 and more trainees and 2 copies to others).

2

45

†With 5 spare copies (together with equal number of copies of correction slips).

15

200

15

2

5

Copy forwarded for information to :—

(i) *All Chairmen of National Service Labour Tribunals ;

(ii) *The President, Punjab and N.-W. F. P. Technical Training Selection Committee ;

(iii) *All Regional Inspectors of Technical Training ;

(iv) †General Managers, East Indian, North Western, B. B. & C. I., Great Indian Peninsula, Bengal and Assam, Mysore State and H. E. H. the Nizam's State Railways ; and

(v) †Agents and General Managers, Bengal Nagpur, Bengal and North Western, and Central India, Madras and Southern Mahratta, Rohilkund and Kumaon, South Indian, Barsi Light and Dibru-Sadiya Railways ;

(vi) †Electrical and Mechanical Engineer, Bikaner ;

(vii) †Manager and Engineer-in-Chief, Gaekwar's Baroda State Railway, Baroda ;

(viii) †Manager, Jodhpur Railway, Jodhpur ;

(ix) †The Manager, Bhavnagar State ;

(x) *The Dewan, Bhavnagar State ; and

(xi) *The Manager, Bikaner State Railway, Bikaner.

(xii) †The General Manager, Jaipur State Railway, Jaipur.

By order, etc.

I. M. BHATNAGAR,

for *Under Secretary to the Government of India.*

Copy, with 2 spare copies, and two copies of correction slips to the Training Manual forwarded for information, to the Auditor General of India, Director of Railway Audit ; the Chief Auditors and Government Examiners of Accounts, Bengal Nagpur, Bengal and North Western and South Indian Railways ; Auditor of Accounts and Government Examiner of Accounts, Rohilkund and Kumaon Railway ; and Chief Auditor and Accountant and Government Examiner of Accounts, Madras and Southern Mahratta Railway ; and (Financial Adviser and Chief Accounts Officers) and Chief Auditors, East Indian, Great Indian Peninsula, Bengal and Assam, North Western and Bombay, Baroda and Central India Railway, Auditor of Accounts, Jodhpur Railway ; Jodhpur and Auditor of Accounts, Bikaner State Railway, Bikaner.

Copy, with 2 spare copies, and three copies of correction slips to the Training Manual also forwarded to the Financial Adviser, Military Finance and the Military Accountant General.

By order, etc.

I. M. BHATNAGAR,

for *Under Secretary to the Government of India.*

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* With three spare copies and five copies of correction slips to the Training Manual.

† With 10 spare copies to the B. B. & C. I. Railway, 7 to the R. & K. Railway, 8 to the G. I. P. Railway, 5 to the Bengal Nagpur, Jodhpur and Jaipur Railways and 3 to the rest, together with 3 copies of the correction slips to all.

NOTIFICATION No. F 2 (40)-W/42, DATED THE 20TH AUGUST, 1942, ISSUED BY THE FINANCE DEPARTMENT, GOVERNMENT OF INDIA, NEW DELHI.

Consequent on a review of the adequacy of the relief now admissible to servants of the Central Government under the prevailing sharp and widespread rise in the cost of living, the Governor-General in Council has been pleased to decide in supersession of all previous orders in this behalf, that dearness allowance for Central Government servants shall be regulated in accordance with the scheme set forth below :—

1. This scheme shall apply, on an all-India basis, to all servants of the Central Government (other than servants of the Railways) whether stationed in the various provinces or in the centrally administered areas.

2. This scheme shall come into force with effect from 1st August, 1942 and allowances at rates hereinafter prescribed will be payable for the first time, on 1st September, on the emoluments drawn from 1st August.

3. (i) For the purpose of this scheme the various localities shall be divided into three areas, as under :—

Area A.—will include Bombay and Calcutta and their suburbs to which the Calcutta and Bombay compensatory (cost of living) allowance schemes apply.

Area B.—will comprise (1) the suburbs of Bombay not included in Area A above but lying within the area extending up to Kalyan (inclusive) on the Great Indian Peninsula Railway and Virar (inclusive) on the Bombay, Baroda and Central India Railway and

(2) the following towns :—

Abbottabad, Agra, Ahmedabad, Allahabad, Amritsar, Bangalore, Benares, Cawnpore, Chittagong, Dacca, Darjeeling, Dehra Dun, Delhi, Dhanushkodi, Hyderabad (Deccan), Karachi, Lahore, Lucknow, Madras, Meerut, Mussoorie, Nagpur Naini-Tal, Ootacamund, Patna, Peshawar, Poona, Quetta, Ranchi, Rawalpindi, Shillong, Simla and Mymensingh.

Area C.—will include all the localities not specified in A and B above.

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(*ii*) The allowance shall be admissible on the scale indicated in the following table, namely :—

Emoluments of Government servant.	*Rate of allowance.*
Area A.—Not exceeding Rs. 39	Rs. 6 p. m.
Exceeding Rs. 39 but not exceeding Rs. 100	Rs. 9 p. m.
Area B.—Not exceeding Rs. 39	Rs. 5 p. m.
Exceeding Rs. 39 but not exceeding Rs. 80	Rs. 7 p. m.
Area C.—Not exceeding Rs. 39	Rs. 4 p. m.
Exceeding Rs. 39 but not exceeding Rs. 60	Rs. 6 p. m.

(*iii*) Persons drawing more than Rs. 100 but not more than Rs. 109 in Area, A; more than Rs. 80 but not more than Rs. 87 in Area B; more than Rs. 60 but not more than Rs. 66 in Area C, shall receive such allowance as would bring their emoluments up to Rs. 109, Rs. 87 and Rs. 66 in the respective areas.

4. The term 'Central Government servants' includes :—

(*a*) All persons who are in the whole-time service of the Central Government whether in a permanent or temporary capacity or paid at daily or piece-work rates;

(*b*) Inferior servants paid from contingencies; and

(*c*) Members of work-charged establishments.

5. 'Emoluments' for the purpose of the allowance include the amount drawn monthly by a Government servant, as pay, special pay, personal pay and other payments classed as 'pay', overtime allowances, fees and pension. House-rent and other compensatory allowances shall not be taken into account for the purpose of calculating emoluments.

6. (*i*) The eligibility for and the amount of the allowance shall be determined with reference to the total emoluments actually drawn for the month for which the allowance is claimed.

(*ii*) Government servants who are discharged in the course of a month, *e.g.*, temporary and officiating Government servants shall draw the allowance proportionate to the actual number of days of employment.

(*iii*) Persons whose emoluments are calculated at daily rates shall be eligible for the allowance, irrespective of whether they are disbursed at the end of the month or at any shorter intervals, provided they are borne on regular establishment and are not merely casual workers. The allowance shall bear the same proportion to that drawn by Government servants on monthly rates of pay as the number of days for which the Government servant was employed during the month bears to the number of working days in the month (which, in the absence of specific orders, shall be reckoned as 24 days in a month), the allowance being rounded to the next higher anna. Piece-workers, shall, however, be eligible for the allowance for the month to the extent admissible under the preceding paragraphs irrespective of the number of days worked during the month.

7. The drawal of the allowance during leave or temporary transfer shall be governed by the provisions of Supplementary Rule 6A.

8. This scheme supersedes all existing schemes of dearness or grain compensation allowance. The orders contained in the Government of India, Finance Department, Notifications noted below as subsequently amended, are accordingly cancelled.

No. F. 44 (4)-R. II/40, dated the 17th October 1940.

No. F. 44 (4)-R. II/40, dated the 7th November, 1940.

No. F. 44 (4)-R. II/40, dated the 5th December, 1940.

No. F. 44 (4)-R. II/40, dated the 19th December, 1940.

No. F. 44 (4)-R. II/40, dated the 27th March, 1941.

No. F. 44 (4)-R. II/W/40, dated the 26th June, 1941.

No. F. 44 (4)-R. II-W/41, dated the 18th September, 1941

No. F. 44 (4)-R. II/W/41, dated the 1st October, 1941.

M216DofL—1,600--20-9-42—GIPS

W 291-42-15

No.F.7-42/W.(Secret) 1409 W.

From

The Secretary to the Hon'ble
the Resident in Mysore.

To

The Chief Secretary to
the Government of Mysore,
Bangalore.

Bangalore, 3rd Nov: '42.

War Emergency

Technical Training Scheme.

Sir,

I am directed to refer to my letter No.F.7-42/W, dated the 5th October 1942, and to forward for information a copy of Directive No.7 issued by the Government of India, Labour Department.

I have the honour to be,
Sir,
Your most obedient servant,

for SECRETARY TO THE RESIDENT.

GOVERNMENT OF INDIA

DEPARTMENT OF LABOUR

TECHNICAL TRAINING SCHEME

Directive No. 7

Dated Simla, the 15th October 1942.

I.—CLOTHING—WORKSHOP—

Add the following to the list of firms given in paragraph 1 of Directive No. 5, dated the 15th August 1942 :—

" 3. Messrs. Banerjee Brothers, 43-Surendra Nath Banerjee Road, Calcutta."

[TRA. 402/161.]

II.—INSTRUCTOR TRAINEES—STIPENDS OF—

With effect from the 1st September 1942, the stipends of persons who are undergoing training as Instructors will be increased as follows :—

	* Areas.		
	A	B	C
	Rs.	Rs.	Rs.
Mistri Instructor Trainees	41	40	39
Supervisor Instructor Trainees	59	57	56

* The areas referred to are those defined in Government of India, Finance Department, Notification No. F.2(40) W/42, dated the 20th August 1942 (copy reproduced as annexure to Directive No. 6 dated 21st September 1942).

[TRA. 473/52.]

(F.D.U.O. No. 1636-W(S)/42, dated 14th October 1942.)

III.—ORDNANCE FACTORIES—RATES OF PAY—

Some misunderstanding exists in regard to the rates of pay admissible in Ordnance Factories. The minimum basic rate of pay for passed trainees is Re. 1 per day, to which should be added dearness allowance varying from Rs. 7 to Rs. 10-8-0 per month according to localities and pay for overtime work which normally amounts to 25 per cent. of the basic minimum rate. On being posted to an Ordnance Factory a trainee may therefore expect to earn Rs. 40 per month without difficulty and if he shows diligence and aptitude, he will soon earn considerably more.

[TRA. 42.]

IV—PAPER—ECONOMY IN USE OF—

The paper supply position is serious. Training Centres are requested to keep the need for economy constantly in view not only in connection with work pertaining to the Technical Training Scheme but also in the course of their ordinary business. Generally speaking, the aim should be to save not less than 50 per cent. of the paper that would have been used in normal times. Adoption of the following measures will help decrease consumption :—

(1) The smallest size of paper and envelopes consistent with requirements should be used in all correspondence.

(2) Envelopes should be fastened down with separate slips of paper in such a manner that they can be used again.

(3) Parcels should be opened carefully and the paper retained for use again.

(4) Blotting paper should be retained for use as long as serviceable and should not be changed at intervals as a matter of course.

(5) Correspondence with this Department and all Government officers may be in the form of memoranda, and phrases such as " I am directed ", " I am ", " I have the honour to be, etc.", etc. need not be used.

(6) Abbreviations for designations of Government officers and terms commonly in use in connection with the Technical Training Scheme should be used except where likely to cause confusion.

[TRA. 4.]

V.—REPORTS—PROGRESS—

1. Under existing orders Heads of centres forward on the first day of every month two copies of the monthly Progress Report to the Regional Inspector concerned and one copy direct to the Labour Department. With effect from the 1st November 1942, the Head of each centre should send one copy of the report simultaneously to the Labour Department, the Regional Inspector and the Tribunal concerned.

Regional Inspectors and Tribunals need not forward their copies to the Labour Department but if they have any remarks to make on the report of any centre they should send a memorandum separately to the Labour Department.

[TRA. 463/V.]

2. In submitting the monthly Progress Reports some Heads of training centres are including in the figure shown against item No. 2 enrolled trainees who have absconded and whose cases have been reported to the Military authorities for final discharge. This gives an inaccurate picture of the position. Only the *actual* number of trainees under training on the last day of the month should be shown against this item.

[TRA. 900.]

VI.—STORES—

Supply of Steel.—The Inspector-in-Charge of Supply reports that Training Centres frequently send indents for steel marked ' Urgent ' stating that training will shut down if steel is not supplied at once. Steel despatched from Jamalpur cannot reach distant Centres in less than three weeks from the date of posting the indent, and it is therefore essential that indents should be placed well in advance of requirements. Although the indent form states that supplies will be made monthly, in view of transport difficulties, supplies will in future be made quarterly. Training Centres should therefore estimate their requirements of steel by quarters and indent on the Inspector-in-Charge of Supply well before their existing stocks are likely to be exhausted.

[TRD. 416/608.]

VII.—TOOLS—

1. **Average cost of—May 1942 and onwards—**

Reference paragraph 11(3) and (6) of the Training Manual.

The average cost of tools and other materials for the month of May 1942 and onwards is given in the Annexure for the guidance of training centres.

[TRD. 2017/5.]

2. **Assistance in obtaining—**

Reference Part III, Paragraph IX of the Training Manual.

The Inspector-in-Charge of Supply states that he is being requested to arrange for the supply of miscellaneous articles and stores which training centres can readily obtain from local market. The assistance of the Inspector-in-Charge of Supply should be sought only if a training centre finds it impossible to secure its requirements from local sources.

[TRD. 2027.]

VIII.—TRAINING FEES—DRAWING OF—

To avoid adjustments in the bills for training fees for the following month in respect of trainees who join a training centre after the 15th and for whom no training fees are admissible, Heads of training centres may, if they so desire, draw fee bills on the 16th of every month instead of on the 1st as laid down in paragraph 3 (3) of this Department letter No. TR.58, dated the 20th December 1940, reproduced in Appendix V to the Training Manual, 1942.

[TRA. 58.]

IX.—TRAINING MANUAL, 1942—APPENDIX VIII—PAGE 52—

Insert the following at the end of Appendix VIII :—

" VIII. Centres in Aligarh and Agra.	An Assistant Ordnance Mechanical Engineer, who may be detailed by the Senior Ordnance Mechanical Engineer, Central Ordnance Depot, Agra.

X. TRAINING—SYLLABUSES OF—

Certain training centres instead of working to detailed syllabuses of training have been concentrating on the sample trade test exercises. This practice was never intended and should be avoided. The sample trade tests are specimen exercises and as a general rule constitute only one or two of the items of work which a trainee must be able to perform before he can be regarded as fit for employment. The tests may be varied or modified by the Trade Testing Officer at his discretion, and if a trainee has been trained only in one set of exercises, he will either fail to pass the trade tests when the time comes or be rejected as insufficiently trained when he joins a factory. In either case the reputation of the training centre will suffer. Training should be based on the syllabuses provided by the Labour Department supplemented by additional exercises or if no syllabuses have been provided on special syllabuses prepared in consultation with the Regional Inspectors or Specialist Instructors. The syllabuses should be designed to enable the trainees to pass not only the prescribed trade tests but any similar test which requires a comparable degree of skill in as short a time as possible.

CIVMIL PLAN

XI.—CIVMIL CENTRES—CONVERSION INTO—

The following training centres have been converted into Civmil Centres :—

1. Indian Civil Engineering Institute, Sukkur.
2. O'Brien Technical Institute, Kolhapur.
3. V. J. Technical Institute, Sukkur.

[TRB. 740/624/422/917.]

XII.—CIVMIL CENTRES—SUPERNUMERARIES AT—

In future Heads of Civmil Centres will accept enrolled trainees only up to 10% in excess of their sanctioned numbers instead of 25% as allowed at present under paragraph 1 (2) of the Training Manual, 1942. This instruction applies to Civmil Centres only.

[TRA. 464.]

XIII.—ENROLLED TRAINEES—FINES IMPOSED BY MILITARY AUTHORITIES—

Fines imposed as a minor punishment on enrolled trainees by competent Military Authority under section 20 of the Indian Army Act, 1911 read with section 406 of the Regulations for the Army in India should be credited to Defence Estimates through the Controller of Military Accounts, Meerut and not to the funds established at training centres with the approval of the Regional Inspector under the instructions contained in paragraph 11 (5) of the Training Manual, 1942.

[TRA. 455.]

XIV.—ESTABLISHMENT—INFERIOR—APPOINTMENT OF AT CIVMIL HOSTELS

The inferior establishment, *e.g.*, sweepers, bhisties, watchmen, etc., required for Civmil Hostels will be appointed and paid by the Heads of Civmil centres, but will be placed under the orders of the Commanding Officer.

[TRA. 411-VIII.]

XV.—GRADE III PASSED TRAINEES—PAY FOR PERIOD OF LEAVE—

Grade III passed trainees who are allowed leave before being posted to Army Training Centres or Army Units should be paid by the Heads of training centres concerned only up to the date of their release from the training centres. Pay and allowances admissible during the period of leave will be paid by the Army Training Centre or the Army Unit after the trainees have reported for duty.

[TRA. 411-III.]

N. C. SHRIVASTAVA,
Under Secretary to the Government of India.

To

*All Heads of Training Centres.

†Copy forwarded for information to

Communications Department.
Political Department.
War Department.
Adjutant-General's Branch, General Headquarters, New Delhi.
M. G. O.'s Branch, General Headquarters, New Delhi.
Railway Department (Railway Board).
Director of Civil Aviation in India.
Director of Factory Recruitment, 30, Park Street, Calcutta.

I. M. BHATNAGAR,
for *Under Secretary to the Government of India.*

Copy, with 50 spare copies forwarded to the Finance Department, for information and communication to all Accountants General and Comptrollers.

I. M. BHATNAGAR,
for Under Secretary to the Government of India.

Copy forwarded for information to :—

(*i*) ‡All Chairmen of National Service Labour Tribunals ;

(*ii*) ‡The President, Punjab and N.-W. F. P. Technical Training Selection Committee ;

(*iii*) ‡All Regional Inspectors of Technical Training ;

(*iv*) §General Managers, East Indian, North Western, B. B. & C. I., Great Indian Peninsula, Bengal and Assam, Mysore State and H. E. H. the Nizam's State Railways ; and

(*v*) §Agents and General Managers, Bengal Nagpur, Bengal and North Western, and Central India, Madras and Southern Mahratta, Rohilkund and Kumaon, South Indian, Barsi Light and Dibru-Sadiya Railways ;

(*vi*) §Electrical and Mechanical Engineer, Bikaner ;

(*vii*) §Manager and Engineer-in-Chief, Gaekwar's Baroda State Railway, Baroda ;

(*viii*) §Manager, Jodhpur Railway, Jodhpur ;

(*ix*) The Manager, Bhavnagar State ;

(*x*) ‡The Dewan, Bhavnagar State ; and

(*xi*) §The Manager, Bikaner State Railway, Bikaner.

(*xii*) §The General Manager, Jaipur State Railway, Jaipur.

I. M. BHATNAGAR,
for *Under Secretary to the Government of India.*

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*With one spare copy.

† With 2, 45, 15, 200, 15, 2, 5, 2 spare copies.

‡With three spare copies.

§With 10 spare copies to the B. B. & C. I. Railway, 7 to the R. & K. Railway, (15) to the G. I. P. Railway, to the Bengal Nagpur, Jodhpur and Jaipur Railways and 3 to the rest.

Copy, with 2 spare copies, forwarded for information, to the Auditor General of India, Director of Railway Audit; the Chief Auditors and Government Examiners of Accounts, Bengal Nagpur, Bengal and North Western and South Indian Railways; Auditor of Accounts and Government Examiner of Accounts, Rohilkund and Kumaon Railway; and Chief Auditor and Accountant and Government Examiner of Accounts, Madras and Southern Mahratta Railway; and (Financial Adviser and Chief Accounts Officers) and Chief Auditors, East Indian, Great Indian Peninsula, Bengal and Assam, North Western and Bombay, Baroda and Central India Railway, Auditor of Accounts, Jodhpur Railway; Jodhpur and Auditor of Accounts, Bikaner State Railway, Bikaner.

Copy, with 2 spare copies, also forwarded to the Financial Adviser, Military Finance and the Military Accountant General.

I. M. BHATNAGAR,

for *Under Secretary to the Government of India.*

ANNEXURE

Average cost of materials for the month of May 1942 and onwards.

N.B.—All prices are per article unless otherwise stated.

Fitters' Tools.

	Rs.	A.	P.
Hammer B. P. handled 1½ lbs.	2	8	0
Chisel cross cut ¼"	0	8	7
Chisel Round nose ¼"	0	7	10
Chisel Flat ¾"	0	10	7
Chisel Flat ⅜"	0	6	3
Engineer Square	3	13	6
Callipers Outside	0	10	5
Callipers Inside	0	10	5
Hermophrodite	1	2	6
Divider	1	1	0
Steel Rule	2	7	9
Turn Screw 8"	0	14	8
Bearing Scraper Flat	1	1	5
Bearing Scraper half round	1	1	5
Bearing Scraper triangular	1	1	5
Hack saw frame with blade	1	14	7
Hand vice	4	5	7
2 Nos. Key drifts at Rs. 0-9-7 each	1	3	2
3 Nos. File handles at Rs. 0-1-11 each	0	5	9
Files Flat Rough	1	8	0
Files Square second cut	1	11	0
Files Hand Second Cut	2	6	0
Files half round rough	2	9	6
Files half round second cut	2	8	9
Files three square second cut	1	15	8
Files Round Second Cut	2	12	0
Total cost per set	41	13	9

If four or more kits are supplied, the rates of tools shewn in the standard list is adopted and the price per kit will be Rs. 35-1-9.

Blacksmiths' Tools.

	Rs.	A.	P.
Tongs Flat	1	12	0
Tongs hollow	1	15	0
Tongs side	2	4	0
Hand Hammer 2 lbs.	3	8	0
Sledge Hammer 7 lbs.	7	12	0
Flat Chisel 1″	0	10	11
2 Sets Hammers handled @ Rs. 3-8-5 each	7	0	10
Swages Top ½″	3	8	2
Swages Top ¾″	3	15	8
Swages Top 1″	4	7	7
Swages Bottom ½″	3	7	8
Swages Bottom ¾″	3	13	11
Swages Bottom 1″	4	7	7
2 Cold sets—at Rs. 2-4-0 each	4	8	0
Punches 1″	1	2	1
Punches ½″	1	6	0
Hardie or Bottom set	4	4	11
Total cost per set	59	10	10

Electricians' Tools.

Electrician Pliers Insulated	8	5	2
Cutting Pliers	8	9	1
Four Fold 2 ft. Wooden Rule	1	3	3
Soldering Iron ½ lbs.	1	12	6
Pincers	4	3	7
Exeter type hammer 12 oz.	2	8	0
Turn Screw 4″	0	7	9
Turn Screw 8″	0	14	8
Chisel 6″	0	5	8
Firmer Chisel ½″	0	10	8
Gimlet ¼″	1	7	3
Tenon Saw	4	14	0
Saw Pad & Blade	2	12	0
Bradawls	0	10	6
Double blade Electrician Knife	2	5	0
Hand Vice	4	5	7
Total cost per set	45	6	8

One Conductor Gauge for 16 boys	9	14	8 each.

Carpenters' Tools.

	Rs.	A.	P.
Jack Plane	5	4	10
Smoothing Plane	5	1	3
Rabbet Plane	1	11	1
Rounding Plane	1	10	10
Hand Saw	4	12	0
Tenon Saw	4	14	0
Firmer Chisel ½″	0	10	8
Firmer Chisel 1″	0	14	0
Firmer Chisel ¼″	0	9	6
Mortice Chisel ⅜″	1	7	0
Gouge Chisel ⅜″	0	11	6

Carpenters' Tools—contd.

	Rs.	A.	P.
Try Square	4	1	5
Sliding T Bevel	5	6	7
Mallets	0	11	6
Marking Gauge	0	9	6
Screw driver	1	2	0
Hammer 10 oz. handled	2	4	0
Ratchet bit brace	18	11	2
Auger bit $\frac{1}{4}$"	2	8	6
Auger bit $\frac{3}{8}$"	2	9	2
Pincers	4	3	7
Nail Punch or Brad	1	8	5
Rasp file	3	3	8
Three Square File 8"	1	15	8
Total cost per set	75	9	10

Tin and Coppersmiths' Tools.

Creasing Iron	18	7	10
Bick Iron	22	10	10
Hatchet Stake	12	3	2
Horse	20	4	4
Round-head	4	15	0
Half moon stake	6	5	6
Round bottom Stake	17	6	3
Anvil	49	0	10
Block hammer	5	5	0
Planning Hammer	2	2	8
Creasing Hammer	2	2	10
Square	2	4	0
Grooving Stake	16	4	7
Punches Assorted	1	12	4
Mallets Assorted	0	11	6
Snips Straight	2	8	2
Snips Bent	3	11	3
Three Square File	1	15	8
Total cost per set	190	3	9

Welders' (Gas) Tools.

Goggles	10	9	9
Tongs	7	0	0
Hammer 1$\frac{1}{2}$ lbs.	2	8	0
Chisel, Welders'	0	10	0
Cylinder Key	2	8	0
Spanner $\frac{1}{2}$" × $\frac{5}{8}$"	3	0	0
Canvas Apron	3	2	0
Gauntlet Gloves	7	8	0
Total cost per set	36	13	9

Welders' (Electric) Tools.

		Rs.	A.	P.
Goggles	..	10	9	9
Tongs	..	7	0	0
Hammer 1½ lbs.	..	2	8	0
Chisel ..	..	0	10	0
Spanner ½" × ⅝"	..	3	0	0
Canvas Apron	..	3	2	0
Gauntlet Gloves	..	7	8	0
Welding Screen	..	23	0	0
Chipping Screen	..	7	0	0
Chipping Hammer	..	3	4	0
Total cost per set	..	67	9	9

Moulders' Tools.

		Per set.			
Smoothers	..	„	22	0	0
Hearts Squares and Scoops	..	„	22	0	0
Cleaners Assorted	..	„	14	15	0
Trowels Assorted	..	„	26	0	0
Beads Assorted	..	„	13	0	0
Total cost per set	..		97	15	0

[File No. TRD-2017/5.]

M233DofL—1,700—16-10-42—GIPS

W 291-42-16 1733

No.F.7-42/W.(Sec 2) W

THE OFFICE OF THE HON'BLE THE RESIDENT IN MYSORE,

Dated Bangalore, the 3rd Dec. 1942.

A copy of the undermentioned paper is forwarded to the Chief Secretary to the Government of His Highness the Maharaja of Mysore, Bangalore, for information.

By order, etc.,

for SECRETARY TO THE RESIDENT.

Memorandum from the Government of India, Labour Department, No.TR (B-II)-4020(1), dated the 20th November 1942.

(with 1 spare copy)

GOVERNMENT OF INDIA.
Department of Labour,

No. TR(B-II)-4020(1), Simla, dated 26th Nov. '42.

MEMO.

In supersession of the orders contained in this Dept, Memo. No. TR(B-II)-4020 of 10.10.42, the Central Government sanction the training under the Technical Training Scheme of 170 Road Roller Drivers on road rollers working at the following stations in the Southern Aviation Circle, Madras:-

	Name of station.	No. of rollers.	No. of trainees to be trained
(1)	Vizagapatam	6	12
(2)	Gunnavaram	8	16
(3)	Meenambakkam	3	6
(4)	Cholavaram	10	20
(5)	Arkonam	6	12
(6)	Ulunderpet	7	14
(7)	Tanjore	3	6
(8)	Trichinopoly	3	6
(9)	Sulur	9	18
(10)	Madura	4	8
(11)	Chettinad	7	14
(12)	Kayattar (Tinnevelly Dt.)	7	14
(13)	Yelahanka (Near Bangalore)	6	12
(14)	Kolar (Mysore State)	6	12
		Total	170

As it is likely that the No. of rollers at these stations will be constantly varying the distribution of trainees shown above need not be followed rigidly. As a rule, two trainees should be trained on each road-roller and there is no objection to trainees being transferred from one station to another along with the road roller.

2. The Central Government also sanction -

(1) the payment through the Subdivisional Officer concerned of stipends to the trainees at Rs.29/- (Twentynine) per mensem for Matriculates and Rs.24/- (Twentyfour) per mensem for non-matriculates; and

(2) the grant to the S.D.O., C.P.W.D., (Aviation Subdivision,) Waltair R.S., Vizagapatam, (to all except No.14.)
Gunnavaram P.O. Kistna District.
Meenambakkam, St. Thomas Mount, Madras.
Cholavaram, Chingleput District.
Arkonam.
Ulundurpet, South Arcot, District.
Tanjore.
Trichinopoly.
Sulur P.O. Coimbatore District.
Madura,
Chettinad, Ramnad District.
Kayattar, Tinnevelly District.
Bull Temple Road, Basavangudi, Bangalore.
Kolar, Mysore State.

of a permanent advance of Rs. 10/- (Ten)
15/- (Fifteen)
10/- (Ten)
20/- (Twenty)
10/- (Ten)
15/- (Fifteen)
10/- (Ten)
10/- (Ten)
20/- (Twenty)
10/- (Ten)
15/- (Fifteen)
15/- (Fifteen)

~~10/-~~ (Ten)
~~10/-~~ (Ten)

to cover expenditure on contingencies etc. viz., travelling allowance to trainees on journeys to undergo trade tests or to join posts on the termination of their training and medical treatment of trainees and to authorise you to draw on the usual bills and pay to each trainee, after he has reported to the Subdivisional Officer concerned for training, travelling allowance by the shortest or cheapest route at the rate of one third class railway or steamer fare plus one anna per mile for road journeys from his home to the place of training, provided the distance exceeds five miles.

3. Funds to meet the above charges should be drawn by the S.D.O. concerned from the local Treasury on presentation of bills in accordance with the procedure laid down in this Department letter No. TR58, dated 20-12-1940 (Vide Appendix V to 'Training Manual 1942'). The Accountant General, Madras, is being asked to issue necessary instructions to the Treasury Officer concerned.

4. Proposals for granting honoraria, if any, (not exceeding 20% of pay in any case) to the staff employed on instructional or clerical work in connection with the training of road roller drivers may please be sent to this Department through the R.I., concerned when sanction to the expenditure involved will be communicated to you.

5. Trainees will be sent by the Chairman M.S.L.T., Madras and may please be posted to the various stations as may be convenient. No separate living quarters, will be provided for them but it is hoped that they will be accommodated in the hutments etc. provided at each station for the P.W.D. staff of similar status.

Under Secretary.

To

The Superintending Engineer, Southern Aviation Circle, Mylapore, Madras.

Copy forwarded to:-

1. Chairman, Madras N.S.L.T. As it is reported that the works on which the road rollers are employed will be completed by the end of Dec. 1942, it is necessary that trainees should be found immediately and asked to report to the S.D.O. concerned.
2. Prof. Viswanath, S.R.I., S.C.
3. Mr.Jagannathan, R.I., S.C.
4. A.G. in India, G.H.Qrs.
5. C.E., C.P.W.D.
6. A.G., Madras. The sanction has been given by this Dept. under the powers delegated to it in the Finance Dept. O.M. No. F-13(69)-W/42 of 23-3-42.

Under Secretary.

Copy to:-

the Executive Engineer,
Vizagapatam Aviation Division C.P.W.D., Maharanipetta P.O., Vizagapatam
Madras Aivation Division, 'Padma Villas' Deskacheri Rd. Mylapore, Madras.
Aviation Division, R.M. Hospital Compound, Tanjore.
Aviation Division V Tezpur(M.E.S.) Tezpur.
Madura Aviation Division, 'Bharat Nasions' Madura.
Karachi Aviation Division, Karachi.

P.T.O.

with the request that copies of the undermentioned documents already forwarded to him may kindly be returned to this Dept:-

(1) Form I (Covering letter forwarding verification roll)	23/30/22/6/23/11 copies.
(2) Form II (Verification roll)	69/90/66/18/69/33 copies.
(3) Progress Report Forms	90 copies.

Under Secretary.

()to all except No.14.

Copy, with copies of the following documents, forwarded to the S.D.O., C.P.W.D., (Aviation Subdivision)
Waltair R.S., Vizagapatam.
Gunnavaram P.O. Kistna District.
Meenambakkam, St. Thomas Mount, Madras.
Cholavaram, Chingleput District.
Arkonam.
Ulundurpet, South Arcot District.
Tanjore.
Trichinopoly.
Sulur P.O. Coimbatore District.
Madura.
Chettinad, Ramnad District.
Kayattar, Tinnevelly District.
Mul.i Temple Road, Basavangudi, Bangalore.
Kolar, Mysore State.

(1) Training Manual, 1942, (with correction slips)	1 copy.
(2) Supplementary Syllabuses of training and trade tests	2 copies.
(3) Form I (Covering letter forwarding verification roll)	15/20/8/25/15/18/8/8/ 20/10/18/18/15/15 copies.
(4) Form II (Verification roll)	45/60/24/75/45/54/24/24/ 60/30/54/54/45/45 copies.
(5)*Progress Report Forms.	90 copies.

*A report in this form for each station may be submitted to this Department, with a copy each to the Chairman, Madras N.S.L.T. and the Regional Inspector concerned as soon as training has started and thereafter on the first of every calendar month. Any doubts which he may have in regard to matters connected with training of roadroller drivers may be referred to the (Senior Regl. Inspr., Southern Circle, 4, Seshadhari Road, Bangalore) / Regional Inspr. Southern Circle, Oriental Buildings, Armenian Street George Town, Madras./

( ) to the S.D.O. Meenambakkam, Cholavaram, Arkonam, Madura, Chettinad, Kayattar, Bangalore and Kolar.

/ to the S.D.O. Waltair, Gunnavaram, Ulundurpet, Tanjore, Trichinopoly and Sulur.

Under Secretary.

Copy also forwarded to:-
1) Secretary to the Govt. of Madras, Development Dept.
2) Hon'ble the Resident in Mysore (with two S.Cs.)
3) Political Dept.

Under Secretary.

mas
AH/20./11/42/40-S.

GOVERNMENT OF INDIA.
Department of Labour,

.....

No. TR(B-II)-4020(1). Simla, dated 26th Nov. '42.

MEMO.

In supersession of the orders contained in this Dept, Memo. No. TR(B-II)-4020 of 10.10.42, the Central Government sanction the training under the Technical Training Scheme of 170 Road Roller Drivers on road rollers working at the following stations in the Southern Aviation Circle, Madras:-

	Name of station.	No. of rollers.	No. of trainees to be trained
(1)	Vizagapatam	6	12
(2)	Gunnavaram	8	16
(3)	Meenambakkam	3	6
(4)	Cholavaram	10	20
(5)	Arkonam	6	12
(6)	Ulunderpet	7	14
(7)	Tanjore	3	6
(8)	Trichinopoly	3	6
(9)	Sulur	9	18
(10)	Madura	4	8
(11)	Chettinad	7	14
(12)	Kayattar (Tinnevelly Dt.)	7	14
(13)	Yelahanka (Near Bangalore)	6	12
(14)	Kolar (Mysore State)	6	12
		Total	170

as it is likely that the No. of rollers at these stations will be constantly varying the distribution of trainees shown above need not be followed rigidly. As a rule, two trainees should be trained on each road-roller and there is no objection to trainees being transferred from one station to another along with the road roller.

2. The Central Government also sanction -

(1) the payment through the Subdivisional Officer concerned of stipends to the trainees at Rs.29/-(Twentynine) per mensem for Matriculates and Rs.24/- (Twentyfour) per mensem for non-matriculates; and

(2) the grant to the S.D.O., C.P.W.D., (Aviation Subdivision,) ()to all except No.14.

Waltair R.S., Vizagapatam,
Gunnavaram P.O. Kistna District,
Meenambakkam, St. Thomas Mount, Madras,
Cholavaram, Chingleput District,
Arkonam,
Ulundurpet, South Arcot, District,
Tanjore,
Trichinopoly,
Sulur P.O. Coimbatore District,
Madura,
Chettinad, Ramnad District,
Kayattar, Tinnevelly District,
Bull Temple Road, Basavangudi, Bangalore,
Kolar, Mysore State.

of a permanent advance of Rs. 10/- (Ten)
15/- (Fifteen)
10/- (Ten)
20/- (Twenty)
10/- (Ten)
15/- (Fifteen)
10/- (Ten)
10/- (Ten)
20/- (Twenty)
10/- (Ten)
15/- (Fifteen)
15/- (Fifteen)

10/-....

10/- (Ten)
10/- (Ten)

to cover expenditure on contingencies etc. viz., travelling allowance to trainees on journeys to undergo trade tests or to join posts on the termination of their training and medical treatment of trainees and to authorise you to draw on the usual bills and pay to each trainee, after he has reported to the Subdivisional Officer concerned for training, travelling allowance by the shortest or cheapest route at the rate of one third class railway or steamer fare plus one anna per mile for road journeys from his home to the place of training, provided the distance exceeds five miles.

3. Funds to meet the above charges should be drawn by the S.D.O. concerned from the local Treasury on presentation of bills in accordance with the procedure laid down in this Department letter No. TR58, dated 20-12-1940 (Vide Appendix V to 'Training Manual 1942'). The Accountant General, Madras, is being asked to issue necessary instructions to the Treasury Officer concerned.

4. Proposals for granting honoraria, if any, (not exceeding 20% of pay in any case) to the staff employed on instructional or clerical work in connection with the training of road roller drivers may please be sent to this Department through the R.I., concerned when sanction to the expenditure involved will be communicated to you.

5. Trainees will be sent by the Chairman N.S.L.T., Madras and may please be posted to the various stations as may be convenient. No separate living quarters, will be provided for them but it is hoped that they will be accommodated in the hutments etc. provided at each station for the P.W.D. staff of similar status.

Under Secretary.

To,

The Superintending Engineer, Southern Aviation Circle, Mylapore, Madras.

Copy forwarded to:-

1. Chairman, Madras N.S.L.T. As it is reported that the works on which the road rollers are employed will be completed by the end of Dec. 1942, it is necessary that trainees should be found immediately and asked to report to the S.D.O. concerned.
2. Prof. Viswanath, S.R.I., S.C.
3. Mr.Jagannathan, R.I., S.C.
4. A.G. in India, G.H.Qrs.
5. C.E., C.P.W.D.
6. A.G., Madras. The sanction has been given by this Dept. under the powers delegated to it in the Finance Dept. O.M. No. F-13(69)-W/42 of 23-3-42.

Under Secretary.

Copy to:-

the Executive Engineer,
Vizagapatam Aviation Division C.P.W.D., Maharanipetta P.O., Vizagapatam
Madras Aivation Division, 'Padma Villas' Deskacheri Rd. Mylapore, Madras.
Aviation Division, R.M. Hospital Compound, Tanjore.
Aviation Division V Tezpur (M.E.S.) Tezpur,
Madura Aviation Division, 'Bharat Nasions' Madura.
Karachi Aviation Division, Karachi.

P.T.O.

with the request that copies of the undermentioned documents already forwarded to him may kindly be returned to this Dept:-

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(2) Form II (Verification roll)	69/90/66/18/69/33 copies.
(3) Progress Report Forms	90 copies.

Under Secretary.

Copy, with copies of the following documents, forwarded to the S.D.O., C.P.W.D., (Aviation Subdivision)

()to all except No.14.

Waltair R.S., Vizagapatam.
Gunnavaram P.O. Kistna District.
Meenambakkam, St. Thomas Mount, Madras.
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Ulundurpet, South Arcot District.
Tanjore.
Trichinopoly.
Sulur P.O. Coimbatore District.
Madura.
Chettinad, Ramnad District.
Kayattar, Tinnevelly District.
No.1, Temple Road, Basavangudi, Bangalore.
Kolar, Mysore State.

(1) Training Manual, 1942, (with correction slips)	1 copy.
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(5)*Progress Report Forms.	90 copies.

*A report in this form for each station may be submitted to this Department, with a copy each to the Chairman, Madras N.S.L.T. and the Regional Inspector concerned as soon as training has started and thereafter on the first of every calendar month. Any doubts which he may have in regard to matters connected with training of roadroller drivers may be referred to the (Senior Regl. Inspr., Southern Circle, 4, Seshadhari Road, Bangalore) / Regional Inspr. Southern Circle, Oriental Buildings, Armenian Street George Town, Madras./

( ) to the S.D.O. Meenambakkam, Cholavaram, Arkonam, Madura, Chettinad, Kayattar, Bangalore and Kolar.

/ / to the S.D.O. Waltair, Gunnavaram, Ulundurpet, Tanjore, Trichinopoly and Sulur.

Under Secretary.

Copy also forwarded to:-
1) Secretary to the Govt. of Madras, Development Dept.
2) Hon'ble the Resident in Mysore (with two S.Cs.)
3) Political Dept.

Under Secretary.

Inst.
AH/20./11/42/40-S.

W291-42-17

No.F 7-42/W.

1790/W

From

The Secretary to the Hon'ble the Resident in Mysore.

To

The Chief Secretary to the Government of Mysore, Bangalore.

War

Dated Bangalore, the 8th Dec. 1942.

Technical Training Scheme.

Sir,

I am directed to refer to my letter No.F.7-42/W, dated the 3rd November 1942, and to forward for information, a copy of Directive No.8 issued by the Government of India, Labour Department.

I have the honour to be,
Sir,
Your most obedient servant,

for SECRETARY TO THE RESIDENT.

GOVERNMENT OF INDIA
DEPARTMENT OF LABOUR

DIRECTIVE No. 8.

Simla, the 19th November 1942.

I. Backward Trainees—Payment of full stipends to, on discharge.

Reference paragraph 12 of the Training Manual (Part I).

Stipends paid to trainees discharged for backwardness are not recoverable. Full stipends should be paid in such cases up to the date of the trainees' discharge after deducting any outstanding dues.

[TRA. 411-III/25, F. D. U. O. No. 1751-W. (S)/42, dated 27th October 1942.]

II. Clothing—Washing of—

Reference paragraph 7A (1) of Part I of the Training Manual.

Workshop clothing recovered from trainees, who resign or are discharged for backwardness or misconduct, should be washed before re-issue to other trainees. The washing charges should be treated as contingent expenditure and debited to the Head "64—Misc. expenditure connected with the war, 1939".

[TRA. 402/191, F. D. o/o No. 2081-W. (S)/42, dated 13th November 1942.]

III. Coal and Coke—Supply of—to Training Centres.

Requests to arrange supplies of coal and coke on payment are being received from training centres with increasing frequency. Often the quantities asked for are very small and it would involve waste of wagon space to supply them. As far as possible, quantities of less than one small wagon load (i.e., 12 tons) should not be asked for. If the monthly requirement of a centre is considerably less than 12 tons, there is no objection to stocks being obtained for longer periods or, alternatively, the requirements of two or more centres situated in the same station being lumped together in order to make up one wagon load. Before asking for the assistance of Labour Department, however, training centres should invariably do their best to obtain their requirements from local sources.

Requests for supplies should be accompanied by the following information :—

(i) weight in tons or maunds ;
(ii) period for which the quantity will be sufficient ;
(iii) quality of coal, etc., required ;
(iv) trades under the T. T. Scheme for which required ; and
(v) name of usual suppliers, if any.

In some cases it may be that training centres have already bought coal or coke from their usual suppliers but are unable to obtain delivery for want of a wagon. If such cases are brought to the notice of the Labour Department, efforts will be made to arrange the supply of a wagon. [TRA 1281.]

IV. Educational Standards.

Reference item IV of this Department Directive No. 4, dated the 15th July 1942.

As the result of a recent conference of Chairmen of National Service Labour Tribunals and representatives of General Headquarters, it has been decided that in supersession of all previous orders on the subject, the minimum educational qualifications required for the different trades should, in future, be as follows :—

(1) Draughtsmen, Instrument Mechanics, Surveyors and Wireless Operators should have read up to Matriculation Standard.

(2) Armature Winders, Boiler Attendants, Electrical Fitters, Electricians, Millwrights, Pattern-makers and Toolmakers should have an elementary knowledge of English and be able to do calculations in English figures.

(3) Engine Artificers, Fitters, Machinists, and Turners must be literate in their own language, have a knowledge of English figures and be able to do simple calculations in English figures.

(4) Boiler-makers, Electroplaters, Engine Drivers, Grinders, Painters and Plumbers must be literate in their own language, but need not have a knowledge of English.

(5) Blacksmiths, Carpenters, Linesmen, Moulders, Riveters, Roller Drivers, Textile Rehtters, Tin and Coppersmiths, Welders and Wiremen must be sufficiently literate in their own language to be able to read and write figures.

(6) Bricklayers, Masons and Vulcanists need not be literate, but Bricklayers and masons must be taught to read a foot rule.

These qualifications are the minimum required. Wherever possible it is desirable that all candidates should be fully literate in their own language. In case of doubt about the standard of education of trainees, educational instructors should be appointed. [TRA-448/42]

V. Equipment—tin plates.

Reference paragraph IV of Part III of the Training Manual.

Scrap tin-plates 14" wide and over 30 Gauge, have been added to the reserve stock for the training of Tin and Coppersmiths, and will be supplied to training centres on payment at the rate of 14 lbs. per trainee per month. Indents should be placed on the Inspector-in-Charge of Supply, Calcutta, in the usual way. [TRD-416]

VI. Govt. of India—Communications intended for.

Reference paragraph XII of Directive No. 3, dated 15th June 1942.

Correspondence is still being addressed to the Labour Department at Delhi. All work in connection with the Technical Training Scheme is dealt with at Simla and all communications including progress reports and expenditure

statements should be addressed to the Under Secretary, Department of Labour, Simla. Routine correspondence including returns and reports should not be addressed to any officer by name.

VII. Hostel and Messing Charges—Recovery of—from discharged trainees.

Paragraph 12 of the Training Manual states that in the case of trainees who are discharged for misconduct and whose undertakings expressly provide for a refund of stipends in the event of such discharge, no payment should be made to the trainees at the time of their discharge. At a centre where messing and hostel arrangements are made by the Head of the training centre, dues may be outstanding against a discharged trainee on account of messing and hostel charges. In such cases the Head of the training centre should draw the stipend due to the trainee up to the date of his discharge and after deducting the amounts due on account of hostel rent and messing charges refund the balance, if any, to the treasury under the head "LII—Receipts connected with the war, 1939—Unclassified items". If the amount due to the training centre is more than the stipend drawn, particulars of the case should be referred to the Labour Department through the Regional Inspector for sanction to draw the excess from the treasury. Where trainees have made their own arrangements for living and messing, the Central Government accept no responsibility for the charges and these should not be paid by the Head of the centre. [TRA-273]

VIII. Leave—Grant of, to Trainees posted to factories.

Before being posted to Civil Industry or Ordnance Factories, trainees may be allowed 7 days' casual leave with full stipend (to be advanced) and given their travelling expenses or a Trainees Railway Voucher from the training centres to their homes and from their homes to the factory. The Trainees Railway Vouchers may be forwarded by the Chairmen of the Tribunal along with the posting orders and may be signed by the Secretary to the Tribunal, the Personal Assistant to the Chairman if of gazetted rank, or the Civil Recruiting Officer on behalf of the Chairman.

Passed trainees for whom employment is not immediately available and who leave their training centre after registering themselves with Tribunals under paragraph 18 (vii) of the Training Manual, Part I, may also be provided with their travelling expenses or with Trainees Railway Vouchers from the training centres to their homes.

Copies of revised Railway vouchers are being supplied to Tribunals separately. [TRA-1252]

IX. Medical Treatment—Patent medicines—Definition of.

Reference paragraph 10 (1) of the Training Manual, 1942.

The term "patent medicines" means medicines which are not ordinarily stocked in the local Govt. hospital or dispensary, but does not include vaccines, sera or other material required for injections, provided they are administered on a limited scale as a part of the treatment for specific ailments, and the necessity for their use is certified by an officer not below the rank of an Assistant Surgeon. [TRA.-I-1170; F. D. U. O. No. 3833-W. II|42, dated 22nd October 1942.]

X. Medical Treatment—Conveyance charges to and from hospital.

Reference paragraph 10 (4) of Part I of the Training Manual.

In cases of serious injury or illness actual conveyance charges to the hospital and back by the cheapest mode of suitable conveyance will be met by the Central Government irrespective of whether a trainee is admitted to the hospital as an in-door patient or not. Such charges should be treated as contingent expenditure. [TRA.-186|140. F. D., U. O. No. 2059-W. (S.)|42, dated 13th November 1942.]

XI. Staff—Clerical—Communal representation of.

In making appointments to clerical posts sanctioned by the Central Government at Training Centres, every endeavour should be made to follow as far as possible the orders in force in the Province regarding communal representation and to maintain a fair communal proportion. This decision does not apply to instructional staff. [TRA.-116|6.]

XII. Stipends—Increase of—in certain trades.

With effect from the 1st November 1942, candidates who have passed the matriculation or an equivalent examination and are accepted for training as Draughtsmen, Surveyors, Wireless Operators or Instrument Mechanics will be entitled to draw a stipend of Rs. 45 per month. Candidates in these trades who have not passed the matriculation or an equivalent examination will continue to draw the usual stipend of Rs. 24 to 26 per month according to dearness allowance areas. [TRA.-38.]

XIII. Supplies—Address of Inspector in Charge of—

All communications intended for the Inspector Incharge of Supply should be addressed to him at 12, Stephen House, Dalhousie Square, Calcutta. It is unnecessary to send copies of these communications to his previous headquarters at Jamalpur. Many training centres are indenting on the Inspector-in-charge of Supply for Steel in Form No. TRD.-416 in duplicate and sometimes in triplicate. Only one copy of indents in this form need be sent to the Inspector. [TRA.-285|338.] [TRD.-416|638.]

XIV. Tin and Coppersmiths.

Tinsmithy and coppersmithy are treated as separate trades in the Army and until recently the rates of pay for the two trades differed. The Army

rates of pay for the two trades have now been equalised and in future tin and coppersmith trainees will be enrolled either as tinsmiths or coppersmiths as may be convenient. [TRA. 360.]

XV. Tools.—Average cost of—May 1942 and onwards—

Reference paragraph 11(3) and (6) of the Training Manual, Part I. The average cost of Mason's and Bricklayer's tools for the month of May 1942 and onwards is given in the annexure for the guidance of training centres. [TRD. 2017|6.]

XVI. Training Manual—Corrections to the—

Page 32—*Mild Steel.*

Delete items (a) (b) and (c) of "Mild Steel—Flats."

Page 33.

Delete item (a) of "Cast Steel—Rounds" and *substitute* the following for item (b) of "Flats" :—

$\frac{1}{8}'' \times \frac{3}{4}''$. [TRD. 416.—S. No. 623|624|629.]

CIVMIL PLAN.

XVII. Civmil Centres—Reconversion into Civil Centres.

The training centre at the Delhi Electric Supply and Traction Co. Ltd., Delhi, has been reconverted into a civil training centre, but it will continue to be treated as a CIVMIL Centre in respect of trainees who are being trained as "Engine Drivers". [TRB-I-917.]

XVIII. Enrolled Trainees—Discharge of, on medical grounds.

Before discharging a trainee earmarked for the Defence Services on medical grounds, Heads of Training Centres should consider the possibility of his fitness for Ordnance Factories or civil industry. Instructions have been issued by the A. G.'s Branch to all T. R. Os. that whenever a trainee is found unfit for military service on medical grounds, the recruiting medical officer concerned should record his opinion, as to the fitness or otherwise of the trainee for employment in a civilian capacity. Trainees declared unfit for the Defence Services but fit for Ordnance Factories or civil industry should be allowed to continue their training, if necessary after transfer to a Civil Centre, with a view to absorption in Ordnance factories or civil industry. [TRA-I-117|188.]

XIX. Enrolled Trainees—Pay and Allowances of.—

Reference paragraph XVI of Directive No. 5, dated the 15th August 1942 and paragraph VII of Directive No. 6, dated 21st September 1942.

The following increases have been made in the pay and allowances admissible to enrolled trainees, whether improvers or not, from the dates stated against each :—

Basic pay	From Rs. 16 to Rs. 18 p. m. with effect from 1st September 1942.
Messing Allowance (admissible to trainees residing in Civmil Hostels payable in cash or kind at the discretion of the Officer Commanding the Hostel).	From Rs. 2 to Rs. 3 p.m. with effect from 1st September 1942.
Ration Allowance (admissible to trainees *not* residing in Civmil Hostels).	From Rs. 9-6-0 to Rs. 15 p.m. with effect from 17th October 1942.

The pay and allowances of enrolled trainees should be drawn accordingly in future, the arrears for September and October being drawn along with the bills for the current month. [TRA-I-411-III.]

XX. Enrolled Trainees—Ration Allowance payable to, during journeys on transfer.

Reference paragraph 11 of Part II (Civmil Plan) of the Training Manual.

The ration allowance admissible to enrolled trainees in lieu of free rations during the period of their journey on transfer has been increased from annas 8 to annas 12 a day. [TRA-411-III ; A. G.'s Branch dy. No. 349|A.G.-2 (b-2).]

XXI. Stipends—Recovery of, from enrolled trainees who abscond.

Once a trainee enrols in the Army, he must be regarded as having fulfilled the terms of his undertaking and if he absconds after enrolment the stipends paid to him cannot be recovered. In such cases action will be taken against the trainee under the Indian Army Act. [TRA-I-273]

XXII. Training Manual—List of Civmil Centres as amended by Correction Slip No. 26.

Pages 28-30. *Omit* Serial No. 30, "Government Industrial School, Calicut."

N. C. SHRIVASTAVA,
Under Secretary to the Govt. of India.

To

All Heads of Training Centres (with one spare copy).

Copy forwarded for information to Posts and Air Department (with 2 spare copies) ; Political Department (with 45 spare copies) ; War Department (with 15 spare copies) ; Adjutant General's Branch, General Headquarters, New Delhi (with 200 spare copies) ; M. G. O.'s Branch, General Headquarters,

W/7048/4.12.42 2 spare Opies

New Delhi (with 15 spare copies) ; Railway Department (Railway Board) (with 2 spare copies) ; Director of Civil Aviation in India (with 5 spare copies) ; and Director of Factory Recruitment, 30, Park Street, Calcutta (with 2 spare copies).

I. M. BHATNAGAR,

for Under Secretary to the Government of India.

Copy, with 50 spare copies, forwarded to the Finance Department, for information and communication to all Accountants General and Comptrollers.

I. M. BHATNAGAR,

for Under Secretary to the Government of India.

Copy forwarded for information to :—

(i) *All Chairmen of National Service Labour Tribunals ;
(ii) *All Regional Inspectors of Technical Training ;
(iii) †General Managers, East Indian, North Western, B. B. & C. I., Great Indian Peninsula, Bengal and Assam, Mysore State and H. E. H. the Nizam's State Railways ; and
(iv) †Agents and General Managers, Bengal Nagpur, Bengal and North Western, and Central India, Madras and Southern Mahratta, Rohilkund and Kumaon, South Indian, Barsi Light and Dibru-Sadiya Railways ;
(v) †Electrical and Mechanical Engineer, Bikaner ;
(vi) †Manager and Engineer-in-Chief, Gaekwar's Baroda State Railway, Baroda ;
(vii) †Manager, Jodhpur Railway, Jodhpur ;
(viii) The Manager, Bhavnagar State ;
(ix) *The Dewan, Bhavnagar State ; and
(x) †The Manager, Bikaner State Railway, Bikaner.
(xi) †The General Manager, Jaipur State Railway, Jaipur.

I. M. BHATNAGAR,

for Under Secretary to the Government of India.

Copy, with 2 spare copies, forwarded for information, to the Auditor General of India, Director of Railway Audit ; the Chief Auditors and Government Examiners of Accounts, Bengal Nagpur, Bengal and North Western and South Indian Railways ; Auditor of Accounts and Government Examiner of Accounts, Rohilkund and Kumaon Railway ; and Chief Auditor and Accountant, and Government Examiner of Accounts, Madras and Southern Mahratta Railway ; and (Financial Adviser and Chief Accounts Officer) and Chief Auditors, East Indian, Great Indian Peninsula, Bengal and Assam, North Western and Bombay, Baroda and Central India Railway, Auditor of Accounts, Jodhpur Railway ; Jodhpur and Auditor of Accounts, Bikaner State Railway, Bikaner.

Copy, with 2 spare copies, also forwarded to the Financial Adviser, Military Finance and the Military Accountant General.

I. M. BHATNAGAR,

for Under Secretary to the Government of India.

ANNEXURE.

Average cost of materials for the month of May 1942, and onwards.

MASONS' AND BRICKLAYERS' TOOLS.

N.B.—All prices are per each article unless otherwise stated.

	Rs.	A.	P.	
Cast Steel Pointing Trowel	1	14	0	
Cast Steel Brick Trowel	3	8	0	
Cast Steel Plastering-Trowel	2	12	8	
Cast Steel Trowel 3"	1	5	6	
Cast Steel Trowel 2"	1	5	0	
Brass Plum Bob 2"	6	0	0	
Wooden Straight Edge 3 ft. long	1	7	0	
100 ft. good twine	0	4	6	½ ft.
Mason's square	3	5	0	
Bricklayer's Hammer	3	7	0	
12" Spirit Level	5	0	0	
Two feet four fold Rule	1	1	6	
Total cost ..	31	6	2	

* With three spare copies.

† With 16 spare copies to the B. B. & C. I. Railway, 7 to the R. & K. Railway, 15 to the G. I. P. Railway, 5 to the Bengal Nagpur, Jodhpur and Jaipur Railways and 3 to the rest.

L263D&fl—1,600—18-11-42—GIPS

W 291-42-18.
C.F. [illegible]. 2100/W

The Secretary to the Hon'ble
the Resident in Mysore.

To,

The Chief Secretary to the
Government of Mysore,
Bangalore.

Bangalore, the 8th January 1943.

Technical Training Scheme.

Sir,

In continuation of my letter No.F.7-12/W, dated the 6th December 1942, I am directed to forward for information, a copy of Directive No.9 dated the 15th December 1942, issued by the Government of India (Labour Department).

I have the honour to be,
Sir,
Your most obedient servant,

for SECRETARY TO THE RESIDENT.

W

GOVERNMENT OF INDIA
DEPARTMENT OF LABOUR
TECHNICAL TRAINING SCHEME

DIRECTIVE No. 9.

Simla, the 15th December 1942.

I. Clothing—Workshop.

Reference paragraph 7A (1) of the Training Manual, 1942. Owing to the increased price of cloth, Heads of Training Centres may with effect from the date of this Directive purchase overalls or boiler suits for their trainees at a cost not exceeding Rs. 9 per trainee excluding freight and packing charges which may be drawn separately and charged to contingencies.

Training centres which have not yet made arrangements to supply their trainees with workshop clothing are requested to see that clothing is supplied without further delay.

[TRA. 402. F. D. U. O. No. 2078-W. (S)|42, d. 13-11-42.]

II. Draughtsmen—Training of.

All Draughtsman trainees will in future be regarded as under training as II grade Draughtsmen. Before taking up drawing every trainee should be given 2 to 3 months training in the fitting or machine shop. Matriculate trainees will draw stipends of Rs. 45 per month throughout their training. Non-matriculate trainees will draw the usual stipends of Rs. 24 to Rs. 26 according to dearness allowance areas until they pass the prescribed (III grade) trade tests, when they will be eligible to draw increased stipends at the rate of Rs. 39 to 41 according to dearness allowance areas until they pass the II grade tests. [TRA. 38.]

III. Furniture—Replacement of, In Hostels.

Reference paragraph 7 (1) of the Training Manual. No proposal will ordinarily be entertained for the replacement of hostel furniture until the expiry of three years. The furniture may be repaired when necessary, the cost being met from the grant for contingencies. [TRA-1253.]

IV. Instructors—Educational.

Educational Instructors have been appointed to a number of training centres to give instruction in English or in certain cases in the language of the Province. It is desirable that all trainees intended for the Services should have a knowledge of either English or Urdu or Hindi and if Heads of Training Centres consider that any special instruction in these languages is necessary, they should make their proposals to the Regional Inspector. There should not be separate instructors for different languages. The instructors appointed should be capable of giving instruction in all languages with which they may be concerned, and there should be at least 100 trainees who require lessons for each instructor appointed. [TRA-448.]

V. Staff—Instructional, Grant of Bonus to.

As an encouragement to wholetime non-gazetted Central Government instructional staff to remain at their posts at training centres for the duration of the war, it has been decided that a bonus of one day's pay for each completed month of continuous employment under the Department of Labour from the date of appointment to the date of the cessation of hostilities should be granted to every such employee on his discharge at the end of the war provided that :—

(a) he is not entitled to any other bonus ;

(b) he has rendered continuous approved service until discharged and not less than one year's approved service before the date of the cessation of hostilities ; and

(c) he is discharged within eighteen months of the date of cessation of hostilities.

These orders apply only to wholetime non-gazetted temporary instructional staff whose pay is met directly from Central Revenues. They do not apply to Specialist Instructors or clerical or inferior staff.

[TRA-I-1156. F.D. U.O. No. 4021-W. II|42, Di2-12-42.]

VI. Staff—Verification of Antecedents of.

The character and antecedents of Instructional and Clerical Staff employed at training centres at the cost of the Central Government should be verified prior to their appointment or as soon after it as possible. The usual forms should be used and the references should be made to the authorities given in Appendix XXII, Training Manual, 1942. The character and antecedents of candidates selected for training as Instructors should be verified as soon as possible after

their selection for training, and in such cases it will not be necessary to carry out a fresh verification when posting them to training centres as Instructors.

Fresh enquiries need not be instituted in the case of staff who were in Government service before their employment under the Technical Training Scheme. [TRA-I-1285.]

VII. Stipends and Pay—Schedule of.

Owing to recent changes in the stipends and pay admissible to civil and enrolled trainees under the Technical Training Scheme, the rates of stipends and pay in force on the 15th December 1942 have been brought together in the Schedule issued with this Directive for the convenience of all concerned. [TRA-42.]

VIII. Stipends—Increase of, In certain Trades.

In addition to the trades mentioned in paragraph XII of Directive No. 8, dated the 19th November 1942, Matriculates who are accepted for training as radio mechanics will be entitled to draw a stipend of Rs. 45 per month. [TRA-38|12. F. D. U. O. No. 2303-W (S)|42, d. 27-11-42.]

IX. Supply—Inspector-in-Charge, New Address of.

The office of the Inspector I/c of Supply has been moved from 12, Stephen House, Dalhousie Square to 12 *Dalhousie Square*, Calcutta. All communications intended for the Inspector should be sent to the latter address. [File No. TRA-II-5133.]

X. Tool Kits—Scale of Vices for Electricians.

Vices for the training of electricians will in future be supplied at the rate of one fitters vice and one electricians vice for every 8 trainees calculated for one shift only. [TRD-2025|32, & 33.]

XI. Tools—Prices of. Reference paragraph 11 (3) and (6) of Part I of the Training Manual.

The Inspector incharge of Supply reports that training centres are frequently asking him for the prices of tools lost by trainees. Such correspondence is unnecessary. The cost of all hand tools has been published in Directives Nos. 3, 7 and 8, dated the 15th June, 15th October and 19th Novr., 1942, and will continue to be so published from time to time. It is only in the case of precision tools that the cost should be ascertained from the Inspector incharge of Supply. [TRD-2017|9.]

XII. Toolmakers—Release of Enrolled Trainees for Training as.

If an enrolled trainee who is suitable and willing to be trained as a toolmaker is selected for such training, the Regional Inspector should be asked to submit proposals to the Labour Department for his release and the T. R. O. should be informed that steps have been taken to obtain his release and requested not to transfer the trainee until the matter has been decided. [TRA-183.]

XIII. Trainees—Increased Stipends to Passed.

As there is sometimes delay in disposing of passed out trainees intended for Ordnance Factories and Civil Industry it has been decided that all trainees who are in receipt of the normal stipends of Rs. 24 to Rs. 31 per month and are awaiting disposal after having passed the prescribed trade tests shall be paid stipends at the rate of Rs. 33, Rs. 34 and Rs. 35 per month according to the dearness allowance areas given in the annexure to Directive No. 6 from the date on which they passed the prescribed trade tests up to the date on which they are discharged by the Tribunal or leave the centre to join a factory under the orders of the Tribunal. These orders will not affect the stipends admissible to trainees who have passed the prescribed (III grade) trade tests and are selected to undergo further training as tool-makers, die-sinkers and high grade draughtsmen (*vide* paragraph IV of Directive No. 6, dated the 21st September 1942). [TRA-I-1163-I. F. D. U. O. No. 2023-W (S)|42, d. 24-11-42.]

XIV. Training—Continuance of, After Passing Trade Tests.

Reference paragraph 18 (vii) of the Training Manual, 1942.

Experience has shown that the option given to a trainee who has passed his trade tests and is not required immediately for factory employment to continue his training is being abused. It has therefore been decided that the Tribunals should in future decide whether in such cases the trainee should continue his training or be discharged. The second sentence of sub-para. (vii) of paragraph 18 of the Training Manual should accordingly be amended to read as follows :—

> " If no post is immediately available in an Ordnance or Civil Armaments Factory or Civil Industry for a trainee earmarked for such employment the Tribunal should decide whether the trainee should be discharged or whether he should continue his training until such time as his services are required."

[TRA-462|54.]

XV. Warm Clothing—Supply of, to watchmen (Chowkidars).

Watchmen (Chowkidars) appointed under the Technical Training Scheme who are required to perform duty at night may be provided with warm clothing at the cost of the Central Government according to the scales adopted by the Provincial Government, which may be ascertained from the Regional Inspector concerned. The expenditure incurred should be debited to the head " 64-Misc. Expenditure connected with the war-1939-H-Scheme for the training of skilled artisans-H-6 other charges ".

Watchmen appointed temporarily in connection with local disturbances are not eligible for this concession.

[TRA.1203 F.D. U.O. No. 2387-W(s)|42, d|12-12-42.]

XVI. Workmen's Compensation Act—Payment of Half Monthly Allowances under.

Reference paragraph 10 (2) of the Training Manual, 1942.

Half-monthly allowances at the rates prescribed in Appendix VI of the Training Manual should be drawn and paid to the injured trainee on the sixteenth day from the date of disablement, and thereafter half-monthly during the period of disablement. It is not necessary in such cases to wait until the close of the month to draw the half-monthly allowance along with the stipends of other trainees. [TRA-I-347. F. D. U. O. No. 2193-W(S)|42, d. 10-12-42.]

CIVMIL PLAN

XVII. Enrolled Trainees.

(1) Accommodation for, To be Provided Free.—With effect from the 1st December 1942 all enrolled trainees will be entitled to free accommodation, lighting, water and furniture and no recoveries will be made from such trainees who are living in either civil or Civmil hostels or in quarters hired for them by the Labour Department. Where no hostel or other living accommodation is provided by the Labour Department, enrolled trainees will be entitled to receive a compensatory allowance of Rs. 4 per month each. No separate compensation will be admissible for lighting, water or furniture.

All expenditure involved in this agreement will be debitable to Defence Estimates. Orders regarding accounting will be issued in a subsequent Directive. [A G's. Branch No. 25639A. G. 2 (b-2) Dated 5th December 1942.]

(2) Control of.—Enrolled trainees at civil and Civmil training centres will in future be governed by the orders of the Adjutant-General contained in appendix A to this Directive. Where these orders are inconsistent with the instructions contained in Part II of the Training Manual, the orders of the Adjutant General will prevail.

The term " administrative " in the first sentence of paragraph 2 of part I of the appendix refers to the administration of the Civmil hostels and the military staff appointed to them, *vide* paragraphs 1 and 8 of part III. Paragraph 5 of part III of the appendix refers to the sports grant admissible to enrolled trainees. The sports grant for civil trainees will continue to be drawn and disbursed by the Head of the centre. Paragraph 14 of the same part regarding Physical Training and General Education Instructors will apply for the present only to the Delhi Polytechnic Civmil Centre. Paragraph 15 of part III regarding menial establishment supersedes paragraph XIV of directive No. 7, dated the 15th October 1942. Where inferior staff has already been appointed to Civmil hostels, the staff should be transferred to the control of the Officer Commanding.

The Civmil Plan is a temporary war expedient and necessarily has imperfections. It is most necessary therefore that Heads of Civmil Centres should establish the friendliest relations with the Officers Commanding and endeavour to work the scheme in a spirit of give and take and mutual co-operation. Where friendly relations are established it should be possible to overcome such difficulties as arise by improvisation and local adjustments.

[TRA-I-411-VIII. A. G.'s Branch letter No. 25605|A. G. 2 (b-2), dated 10-11-42.]

(3) Fines Imposed by Military Authorities on.—Reference paragraph XIII of Directive No. 7, dated 15th October 1942. For the words " Controller of Military Accounts, Meerut " occurring in this paragraph, please read " Controller of Military Accounts, Central Command, Meerut ".

[TRA-155. M. A. G's. No. A|6, dated 30-11-42.]

(4) Milk—To be Supplied Free to.—Enrolled trainees, if and when authorised by the Recruiting Medical Officer, are entitled to a free issue of milk. In the case of Civmil hostels the Officer Commanding Hostel will arrange for the supply of such milk to enrolled trainees and submit contingent bills to Military Audit authorities for payment.

In the case of Civmil Centres without hostels, Heads of Civmil Centres will arrange to purchase milk locally under the authority of the Military Officer appointed to deal with discipline and submit contingent bills through such officers to the Military Audit authorities concerned for payment.

[TRA-411. A. G. U. O. No. 25577|A. G. 2 (b-2). d. 24-11-42.]

(5) Rations—In Kind, May be Drawn by.—Enrolled trainees, who are in receipt of ration allowance, are entitled to the issue of rations in kind from the Royal Indian Army Service Corps supply on payment. In Civmil Centres where Civmil Hostels have not yet started to function and difficulty is experienced in getting supplies of foodstuffs, the Heads of training centres should arrange supplies from the Royal Indian Army Service Corps in consultation with the Military Officer appointed to deal with the discipline of enrolled trainees. [TRA-I-1099. A. G's. Branch letter No. 3130|A. G. 2 (b-2) dated 9-11-42.]

SPECIAL NOTE FOR HEADS OF TRAINING CENTRES

Are you doing everything in your power to improve the standard of training? Never be satisfied with past achievements. The standard of training can never be too high. See that your trainees work to a graded syllabus and that the training is intensive and severely practical. The Training Scheme spells the beginning of a new industrial era for India. Make it a thing to be proud of.

I. M. BHATNAGAR,

Assistant Secretary to the Government of India.

To

All Heads of Training Centres (with one spare copy).

Copy forwarded for information to Posts and Air Department (with 2 spare copies) ; Political Department (with 45 spare copies) ; War Department (with 15 spare copies) ; Adjutant General's Branch, General Headquarters, New Delhi (with 225 spare copies) ; M. G. O.'s Branch, General Headquarters, New Delhi (with 15 spare copies) ; Railway Department (Railway Board) (with 2 spare copies) ; Director of Civil Aviation in India (with 5 spare copies) ; and Director of Factory Recruitment, 30, Park Street, Calcutta (with 2 spare copies).

N. C. KUPPUSWAMI,

for Assistant Secretary to the Government of India.

Copy, with 50 spare copies, forwarded to the Finance Department, for information and communication to all Accountants General and Comptrollers.

N. C. KUPPUSWAMI,

for Assistant Secretary to the Government of India.

Copy forwarded for information to :—

(i) *All Chairmen of National Service Labour Tribunals ;

(ii) *All Regional Inspectors of Technical Training ;

(iii) †General Managers, East Indian, North Western, B. B. & C. I., Great Indian Peninsula, Bengal and Assam, Mysore State and H. E. H. the Nizam's State Railways ; and

(iv) †Agents and General Managers, Bengal Nagpur, Bengal and North Western, and Central India, Madras and Southern Mahratta, Rohilkund and Kumaon, South Indian, Barsi Light and Dibru-Sadiya Railways ;

(v) †Electrical and Mechanical Engineer, Bikaner :

(vi) †Manager and Engineer-in-Chief, Gaekwar's Baroda State Railway, Baroda ;

(vii) †Manager, Jodhpur Railway, Jodhpur ;

(viii) The Manager, Bhavnagar State ;

(ix) *The Dewan, Bhavnagar State ; and

(x) †The Manager, Bikaner State Railway, Bikaner.

(xi) †The General Manager, Jaipur State Railway, Jaipur.

N. C. KUPPUSWAMI,

for Assistant Secretary to the Government of India.

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* With three spare copies.

† With 10 spare copies to the B. B. & C. I. Railway, 7 to the R. & K. Railway, 15 to the G. I. P. Railway, 5 to the Bengal Nagpur, Jodhpur and Jaipur Railways and 3 to the rest.

Copy, with 2 spare copies, forwarded for information, to the Auditor General of India, Director of Railway Audit ; the Chief Auditors and Government Examiners of Accounts, Bengal Nagpur, Bengal and North Western and South Indian Railways ; Auditor of Accounts and Government Examiner of Accounts, Rohilkund and Kumaon Railway ; and Chief Auditor and Accountant and Government Examiner of Accounts, Madras and Southern Mahratta Railway ; and (Financial Adviser and Chief Accounts Officer) and Chief Auditors, East Indian, Great Indian Peninsula, Bengal and Assam, North Western and Bombay, Baroda and Central India Railway ; Auditor of Accounts, Jodhpur Railway, Jodhpur ; and Auditor of Accounts, Bikaner State Railway, Bikaner.

Copy, with 2 spare copies, also forwarded to the Financial Adviser, Military Finance and the Military Accountant General.

N. C. KUPPUSWAMI,

for Assistant Secretary to the Government of India.

APPENDIX A

Control of enrolled trainees at civil and Civmil training centres

1. Enrolled Trainees subject to military law.—Enrolled trainees are subject to the Indian Army Act.

2. Appointment of military officers to deal with the discipline of enrolled trainees at Civmil Centres.—In order to maintain adequate discipline amongst enrolled trainees, military officers have been appointed to all Civmil Centres to deal with disciplinary and administrative questions.

Although these officers' duties may be only part-time, and the Civmil Centres may be situated some distance from their normal sphere of work, they should regard the superintendence of the Civmil trainees as just as important as the command of an ordinary unit. The fact that there may be no hostel attached to a Civmil Centre will **not** make this work any less important : it will only make it more difficult and therefore requiring more care and attention.

Military trainees in each Civmil Centre form detachments of the different corps into which the trainees are enrolled.

The military officer detailed is the Commanding Officer of the detachment for the purposes of R. A. I. Instruction 406(i). His name is notified in district orders as such.

He has also Commanding Officer's power of discharge.

3. Competent Authority to make appointments.—Military officers are appointed by :—

(a) In the case of Civmil Centres with a capacity of 200 or more enrolled trainees, *i.e.*, where there are Civmil Hostels by the Commander-in-Chief (see Part III).

(b) In the case of Civmil Centres with a capacity of less than 200 trainees by the Army Commander or under his orders. Normally officers are appointed only for part-time duties to such centres. In localities where no troops are stationed the local A. F. I. Adjutant (who is a regular military officer) is generally deputed for this duty.

4. Discipline of enrolled trainees at Civil Training Centres.—For the purposes of military discipline these trainees are under the orders of Technical Recruiting Officers.

5. Discipline—General.—It is not possible to organise or administer enrolled trainees on a normal military basis, but military officers in charge of Civmil Hostels should do everything they can to impress upon the trainees that they are now enrolled soldiers and have the responsibilities of soldiers. The appointment of the military officer is mainly to ensure that if disciplinary cases arise they can be dealt with (See, however, Part III).

These officers must co-operate to the greatest possible extent with the civilian Heads of Civmil Centres in all questions which may arise.

No enrolled trainee should be discharged on account of inefficiency at his trade except on the recommendation of the Head of the centre or the Technical Recruiting Officer concerned.

Military Officers appointed to deal with the discipline of enrolled trainees should take every opportunity of getting enrolled trainees together at fairly frequent intervals in order to instruct them in elementary principles of discipline, what offences they must avoid and what punishments they may incur. Details will be settled by military officers in direct consultation with the Heads of Civmil Centres. Military Officers will make it a point to visit Civmil Centres daily or, if this be not possible, on alternate days.

PART II—CIVMIL HOSTELS

1. **Civmil Hostels.**—The term is used to denote accommodation provided for enrolled trainees at Civmil Centres with a capacity of 200 or more trainees.

2. **Military Establishment at Civmil Hostels.**—Military establishment at a sliding scale, *vide* Appendix D is provided at each Civmil Hostel for the supervision, discipline and welfare of enrolled trainees. Duties of the O. C. are detailed in Part III.

3. **Administration of Civmil Hostels**

(a) **Policy.**—Governed by G. H. Q. in consultation with the Department of Labour, Government of India.

(b) **Local.**—Civmil Hostels will be under the local military authority and will abide by all general orders issued by the formation in whose area they are located.

(c) **Internal.**—The C. O. will be responsible for the internal administration.

PART III—MAIN DUTIES OF AN O. C. OF A CIVMIL HOSTEL

1. **Discipline, etc.**—The O. C. will have the powers of an O. C. of a detachment. He will be responsible for the discipline, supervision and welfare of enrolled trainees and the military establishment of the Hostel.

2. **Reception and despatch of enrolled trainees.**—The O. C. will arrange for the reception of all enrolled trainees who may be posted to the Civmil Centre concerned by T. R. Os.

He will also be responsible for the despatch of enrolled trainees to Units, Army Training Centres, etc., under instructions from the T. R. O. concerned.

3. **Verification of enrolled trainees.**—Instructions regarding the verification of enrolled trainees will be communicated separately.

4. **Railway Warrants, etc.**—The O. C. is empowered to issue railway warrants, etc., to enrolled trainees and military establishment of the Civmil Hostel.

5. **Amenities for enrolled trainees.**—The Department of Labour make a grant of annas 4 per trainee per month to training centres. This grant will be placed at the disposal of the O. C. for providing necessary amenities for enrolled trainees including indoor and outdoor games.

6. **Messing arrangements for enrolled trainees.**—The O. C. will be responsible for making messing arrangements for enrolled trainees through a contractor to be located at the Civmil Hostel. The messing will be arranged on a contract basis. The cost of the contract messing, which will be borne by the State, will not exceed the standard rate of ration allowance plus one anna per trainee, per diem.

The O. C. will supervise the quality and quantity of the food supplied.

Cooking utensils, etc., will be provided by the contractor from the messing allowance above mentioned.

7. **Liaison with the Head of the Civmil Centre and technical recruiting staff.**—The O. C. will maintain a close liaison with the Head of the Civmil Centre. This is very essential for the maintenance of discipline amongst enrolled trainees in the Civmil Centre.

As Head of the Civmil Centre is responsible for pay and allowances, etc., of enrolled trainees, he will invariably be supplied with all orders affecting pay, allowances, etc., of enrolled trainees and menial staff.

8. **Internal administration of Civmil Centres and technical training.**—The O. C. will not be concerned with either of the above but there is no bar to his bringing to the notice of the Head of the Civmil Centre any points which are likely to affect the welfare of enrolled trainees.

9. **Personal documents of enrolled trainees.**—The O. C. will be responsible for the custody of enrolment forms and other army documents of enrolled trainees, excluding those affecting pay and allowances which will be maintained by the Head of the Civmil Centre concerned.

Enrolment form, etc., will be forwarded to Unit or Army Training Centre to which an enrolled trainee is posted. These will be despatched on the same day as an enrolled trainee leaves the Civmil Hostel.

10. **Escorts.**—The O. C. will provide escort, when necessary, for enrolled trainees posted from Civmil Hostels to Units or Army Training Centres.

The escort will be provided from the military establishment of the Hostel.

11. **Military Intelligence Returns.**—The O. C. will be responsible for the submission of monthly intelligence reports in accordance with orders issued by Command/Army Headquarters.

12. **General rules applicable to enrolled trainees.**—Enrolled trainees at Civmil Hostels, except as stated above, will be governed by the same rules with regard to leave, medical treatment, etc., as enrolled trainees at Civmil Centres where there are no hostels, *vide* Technical Training Scheme—Training Manual—1942, except that the O. C. will be competent to grant leave to enrolled trainees. The leave, except in special cases, will, however, only be sanctioned on the recommendation of the Head of the Civmil Centre so as not to interfere with technical training.

13. **Pay to enrolled trainees.**—Although pay and allowances will be claimed by the Head of the Centre in the normal way, the actual disbursement will be carried out by the Officer Commanding the Civmil Hostel.

14. **Physical Training Instructors and General Education Instructors.**—They will be under the orders of the Officer Commanding. Their pay will be disbursed by the Officer Commanding just as in the case of enrolled trainees.

15. **Menial Establishment at Civmil Hostels.**—The Officer Commanding will be competent authority to engage, dismiss and pay the menial establishment. Their pay will be disbursed by the Officer Commanding just as in the case of enrolled trainees.

16. Pay, allowances, rationing, clothing, etc., of the Military Establishment will be the responsibility of the O. C. of the Civmil Hostel.

PART IV.—DUTIES OF HEADS OF CIVMIL CENTRES WITH CIVMIL HOSTEL.

1. **General.**—The Head of the Civmil Centre will be responsible for—

(a) Technical Training.

(b) Pay and allowances of enrolled trainees including advances.

(c) Holidays.

(d) Trade test and issue of trade test certificates.

(e) Preparation of last pay certificates.

(f) Provision of workshop clothing and grant of clothing advances.

(g) Medical arrangements in consultation with Commandants of Civmil Hostels.

2. **Liaison with the O. C. and technical recruiting staff.**—The Head of the Civmil Centre will maintain a close liaison with the O. C. and the technical recruiting staff in all matters affecting enrolled trainees.

[T.R.A.-I-411-VIII ; A. G.'s Branch letter No. 25605|A.G.-2 (b-2), dated the 10th November 1942.]

APPENDIX B

Establishment of Civmil Hostels.

Sliding Scale with increase of number of trainees.

Staff.	with 200 trainees.	above 200 & upto 400.	above 400 & upto 600.	above 600 & upto 800.	above 800 & upto 1000.	1000 & above.	
Commandant (Captain or Major).	1	1	1	1	1	1	Captain for a Hostel upto 800 and Major above 800.
Commandant (Captain Sublt.).	..	..	..	..	1	1	
V.C.Os. (Subedar or Jemadar).	1	1	2	2	2	3	*Plus* 1 Jemadar for every 400 above 1,000.
Havildars ..	1	1	1	2	2	2	*Plus* 1 Havildar for every 400 above 1,000.
Naiks	1	2	3	4	5	6	*Plus* 1 Naik for every 200 above 1,000.
Sepoys	4	6	8	10	12	14	*Plus* 1 Sepoy for every 100 above 1,000.
Havildar Clerks, Grade II.	..	..	..	..	..	1	
Havildar Clerks, Grade III.	1	1	2	2	2	2	*Plus* 1 Clerk for every 400 above 1,000.

L282DofL—2,000—18-12-42—GIPS

GOVERNMENT OF INDIA
DEPARTMENT OF LABOUR

TECHNICAL TRAINING SCHEME

SCHEDULE OF STIPENDS AND PAY ADMISSIBLE TO TRAINEES ON 15TH DECEMBER 1942

	Areas§		
CIVIL TRAINEES	A	B	C
1. Matriculates in all trades except those mentioned in item 2.	31	30	29
2. Matriculate Wireless Operators, Instrument Mechanics, Radio Mechanics, Surveyors and Draughtsmen.	45	45	45
3. Non-Matriculates in all trades	26	25	24
4. Non-matriculate Draughtsmen after passing prescribed (3rd Grade) trade tests and while under training as 2nd grade draughtsmen.	41	40	39
5. Trainees in all trades (except matriculates in the trades mentioned in item 2) after passing the prescribed (3rd Grade) trade tests and while awaiting posting to factories or discharge.	35	34	33
6. Trainees (whether matriculates or not) who after passing prescribed (3rd Grade) trade tests are selected for higher training as Toolmakers, or Die Sinkers (when required).	41	40	39*
7. Trainees selected from Industry by Tribunals for training—			
(*a*) as Toolmakers or Die Sinkers	49	47	46†
or (*b*) as Draughtsmen, Grade II	69	67	66†
INSTRUCTOR TRAINEES			
8. Supervisor Instructor Trainees	59	57	56
9. Mistri Instructor Trainees	41	40	39

* To be sanctioned by Chairmen of National Service Labour Tribunals or Regional Inspectors.
† To be sanctioned by Chairmen of National Service Labour Tribunals or Labour Department.

§ The areas referred to are those defined in Government of India, Finance Department, Notification No. F. 2 (40)-W/42, dated the 20th August 1942, reproduced as Annexure to Directive No. 6, dated the 21st September, 1942.

ENROLLED TRAINEES

10. *Non-Improvers (in all trades)*—

I	When residing in Civmil hostels.	II	When not residing in Civmil hostels.
Matriculates—	Rs. A.	Matriculates—	Rs. A.
Basic pay	18 0	Basic pay	18 0
Messing allowance	3 0	Hair cutting and washing allowance.	0 10
Hair cutting and washing allowance.	0 10	Matriculation allowance ..	5 0
Matriculation allowance ..	5 0	Ration allowance	15 0
Total ..	26 10	Total ..	38 10
Plus free rations.			
Non-matriculates—		Non-matriculates—	
Basic pay	18 0	Basic pay	18 0
Messing allowance	3 0	Hair cutting and washing allowance.	0 10
Hair cutting and washing allowance.	0 10	Ration allowance	15 0
Total ..	21 10	Total ..	33 10
Plus free rations			

NOTE.—The expression "Civmil" hostels means a hostel at a Civmil Centre at which there is a military staff and at which arrangements have been made for the issue of rations and the running of a trainees' mess.

11. *Improvers (in all trades)*—

	When residing in Civmil hostels. Rs. A.		When not residing in Civmil hostels. Rs. A.
Basic pay	18 0	Basic pay	18 0
*Trade pay	11 4	* Trade pay	11 4
Messing allowance	3 0	Hair cutting and washing allowance.	0 10
Hair cutting and washing allowance.	0 10	Ration allowance	15 0
Total ..	32 14	Total ..	44 14
Plus free rations			

* The trade pay admissible in the case of Linesmen, Painters, Textile Refitters and Vulcanists is Rs. 9-6-0 only. The total emoluments of Improver trainees in these trades will therefore be Rs. 31 if residing in Civmil Hostels and Rs. 43 if not so residing.

NOTE 1.—The rates of pay given above are admissible to enrolled trainees with effect from the date on which they are enrolled or are certified as likely to make efficient tradesmen after completing one month's training and passing an elementary trade test, as the case may be, but may only be drawn at *civmil* centres.

NOTE 2.—The above rates in so far as they apply to enrolled Surveyors, Draughtsmen, Instrument Mechanics Wireless Operators and Radio Mechanic trainees are under revision.

(Issued with Directive No. 9, dated the 15th December 1942.)

M280DofL—3,000—16-12-42—GIPS

W291-42-19

No.F.7-42/W. Encl (1)

From The Secretary to the Hon'ble the Resident in Mysore.

To The Chief Secretary to the Government of Mysore, Bangalore.

2263

CHIEF SECRETARIAT
21 JAN 1943
GOVT OF MYSORE

Bangalore, the 21st January 1943.

Technical Training Scheme - Railway Vouchers to trainees.

Sir,

I am directed to refer to my letter No.F.7-42/W, dated the 1st August 1942 and to forward for information a copy of memorandum from the Government of India in the Department of Labour to Chairmen of all National Service Labour Tribunals etc. No.TRA-I-1252, dated the 6th January 1943, with enclosure.

I have the honour to be,
Sir,
Your most obedient servant,

for SECRETARY TO THE RESIDENT.

G Rao

From - The Secretary to H.E. the Crown Representative,

To - The Residents - Hyderabad, Mysore, Central India, Rajputana, Western India, Punjab States, Baroda, Kashmir, Gwalior, Madras States, Kolhapur, Eastern States.
The Secretary to H.E. the Governor of Assam.

Memorandum No.F.10-W/43.

Dated New Delhi, the 13th January 1943.

Technical Training Scheme - Railway Vouchers to trainees.

Reference this Department letter No.F.10(7)-W/42 dated the 24th July 1942. A copy of memorandum from the Government of India in the Department of Labour to Chairmen of all National Service Labour Tribunals etc.; No.TRA-I-1252 dated the 6th January 1943, with enclosure, is forwarded for information and favour of necessary action.

for Secretary to His Excellency the Crown Representative.

Kuthiala.

(With S.C(s).)

P.T.O.

Copy of memorandum No.TRA-I-1252, dated Simla, the 6th January 1943, from the Government of India, Department of Labour, to the Chairmen of all N.S.L. Tribunals, etc.

.....

Ref: item 5 (last paragraph) and item 8 of the proceeding of the meeting of Chairmen of N.S.L.Ts. held at Simla on the 1st and 2nd October 1942; and paragraph VIII of Directive No.8 dated the 19th November 1942. Fifty books Nos. _____ to _____ each containing 100 forms of the new Trainees Railway Vouchers (Form XX - specimen attached) have been despatched to you separately per passenger train. The Railway Receipt is enclosed.

2. The revised form of Railway Voucher may be used for the posting of trainees to training centres, the transfer of trainees from one training centre to another, and the posting of trainees to factories on the completion of their training, or if they are allowed leave or joining time before being so posted for the journey to the trainees home and from there to the place of posting. If the trainees return to their homes without being posted on the completion of their training, the form may also be used for that purpose. As far as possible the new form should not be used for posting trainees to training centres until the existing supply of form X is exhausted. The new form may be signed by any of the officers mentioned on the back.

3. The forms should be kept in safe custody and a regular account of the vouchers issued should be maintained by every officer authorised to use them. This account should be checked by the Tribunal every quarter. Additional books of forms may be had from this Department on application.

Kuthiala.

SPECIMEN

Serial No.

COUNTERFOIL

Form XX

Stamp of issuing office.

Issued to :—

Name.....

Address.....

.....

Posted to.....

Travelling from..... to.....

via.....

Purpose of journey.....

Available up to.....19.....

Station.....

Signature .....

Designation .....

Date .....

Serial No.

GOVERNMENT OF INDIA

DEPARTMENT OF LABOUR

Technical Training Scheme

Trainees Railway Voucher

NOT TRANSFERABLE

Form XX

Stamp of issuing office.

To

THE STATION MASTER,

.....Station,.....Railway.

Please provide a single third class ticket by mail/express/paer train for the undermentioned from.....to.....,

who.....

.....

[Here enter the purpose for which issued.]

Available up to.....19.....

Name.....

Station..... Signature.....

Date..... Designation.....

Certified that the ticket has been received by me on date.

Date.....19..... Signature trainee.....

Third class ticket as noted below has been issued on the authorthis voucher.

Ticket No..... Signature .....

Date.....19..... ation Master.

This form should be submitted to*.....for adjustment. *The charge will be calculated at full tariff rates* and is debitathe head "64-Miscellaneous expenditure connected with the war, 1939-H-Scheme for the t of skilled artisans".

(Enter name of the Accounts concerned.)

* To be filled in by Issuing Officer.

NOTE

1. This voucher must gned by the Chairman of the National Service Labour Tribunal or by anyhe following gazetted officers :—

   (i) President, Tecl Training Selection Committee.

   (ii) Secretary to National Service Labour Tribunal.

   (iii) Personal Ast to Chairman of National Service Labour Tribunal.

   (iv) Civil RecruiOfficer.

   (v) Technical Reng Officer.

   (vi) Assistant Tcal Recruiting Officer.

   (vii) Publicity O

2. Booking Clerks will ccept this voucher if it does not bear the stamp of the issuing office on the.

3. This voucher must hanged for a ticket at the starting station.

4. Any alteration in thm will render it null and void.

H262DofL—50,000—17-12-42

NOTE.

1. This voucher must be signed by the Chairman of the National Service Labour Tribunal or by any of the following gazetted officers :—

   (i) President, Technical Training Selection Committee.

   (ii) Secretary to the National Service Labour Tribunal.

   (iii) Personal Assistant to Chairman of National Service Labour Tribunal.

   (iv) Civil Recruiting Officer.

   (v) Technical Recruiting Officer.

   (vi) Assistant Technical Recruiting Officer.

   (vii) Publicity Officer.

2. Booking Clerks will not accept this voucher if it does not bear the stamp of the issuing office on the face.

3. This voucher must be exchanged for a ticket at the starting station.

4. Any alteration in this form will render it null and void.

No.F.7-42/W. W 291-42-20.

From - The Secretary to the Hon'ble the Resident in Mysore.

To - The Chief Secretary to the Government of His Highness the Maharaja of Mysore. 2378/W.

Bangalore, 6th February 1943.

Sir,

I am directed to request that the following amendment may kindly be made in the Government of India (Department of Labour) memorandum No.TR(B-III)-4020(1), dated the 20th November 1942, a copy of which was forwarded with endorsement from this Residency No.F.7-42/W, dated the 3rd December 1942:

In clause (2) of paragraph 2 of the memorandum, for the words "authorise you to draw on the usual bills and pay to each trainee, after he has reported to the Subdivisional Officer concerned for training",

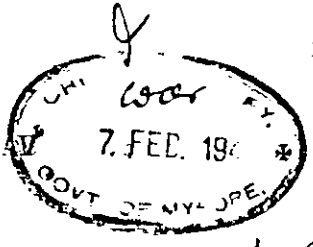
the

the words "authorise the Subdivisional Officer concerned to draw on the usual bills, which should be countersigned by the Executive Engineer of the Division, and pay to each trainee, after he has reported for training" shall be substituted.

I have the honour to be,
Sir,
Your most obedient servant,

for SECRETARY TO THE RESIDENT.

ICM.



W291-42-21 Encl (1)

No.F.7-42/W.

From - The Secretary to the Hon'ble the Resident in Mysore.

To - The Chief Secretary to the Government of His Highness the Maharaja of Mysore, Bangalore.

2444 W.

Bangalore, the 11th February 1943.

Technical Training Scheme -

Sir,

In continuation of my letter No.F.7-42/W, dated the 8th January 1943, I am directed to forward for information, a copy of Directive No.10 dated the 21st January 1943, issued by the Government of India (Labour Department).

I have the honour to be,
Sir,
Your most obedient servant,

CHIEF SECRETARIAT 11 FEB 1943 GOVT OF MYSORE

for SECRETARY TO THE RESIDENT.

C.S.Rao

£ 2s

GOVERNMENT OF INDIA
DEPARTMENT OF LABOUR
TECHNICAL TRAINING SCHEME

DIRECTIVE No. 10

Simla, the 21st January 1943.

I. Badges—Supply of.

Reference paragraph 7A (2) of the Training Manual, Part I.

Every Regional Inspector has been supplied with a stock of badges to meet small additional demands from training centres on account of increases in the number of sanctioned seats or to replace lost badges. Heads of training centres should, therefore, place demands for extra badges with the Regional Inspector concerned instead of with the Senior Regional Inspector, Southern Circle, Bangalore. Regional Inspectors will render an account of the badges supplied to them to the Senior Regional Inspector, Southern Circle. The initial requirements of training centres will continue to be met by the Senior Regional Inspector, Southern Circle, as at present. [TRA.-402].

II. Cast Steel—Supply of.

Reference paragraph IV of Part III of the Training Manual.

Cast steel .65 to .75 per cent. carbon in the different sizes stated on page 33 of the Training Manual is now arriving at the Jamalpur Tool Depot and Indents should be placed on the Inspector-in-Charge of Supply, 12, Dalhousie Square, Calcutta.

This steel is a very satisfactory grade for the teaching of hardening and tempering. The range of temperatures is not so strict as for high carbon steels. A smith who has been taught hand welding on mild steel cannot be considered trained unless he has also had some practice on carbon steel.

The bars are suitable for shanks for tipped tools. The grade is also suitable for the manufacture of hammers, snaps, hot sets, masons tools, and general welding. [TRD.-416|669.]

III. Clothing—Workshop.

Reference paragraph 7A (1) of the Training Manual, Part I.

The life of overalls or boiler-suits has been fixed at six months. Fresh issues of workshop clothing may be made to trainees after that period provided their training is likely to continue for sometime afterwards.

[TRA.-402. F. D. U. O. II. No. 2394-W. (S.)|42, dated 28-12-42.]

IV. Discipline—Suspension of Trainees.

Reference paragraph 11 of the Training Manual, Part I.

1. Heads of training centres may suspend civil trainees suspected of misconduct pending investigation of the allegations against them. Half stipends should be paid during the period of suspension. If trainees under suspension are ultimately discharged for misconduct, the entire amount of stipends paid to them should be recovered. If however they are exonerated and are allowed to continue their training the balance of their stipends should be paid to them.

2. If a trainee is involved in a criminal case of a serious nature, he should be discharged forthwith. If he is ultimately acquitted he may be re-admitted as a new trainee. [TRA.-I-461|15.]

V. Equipment.

Reference paragraph II of Part III (Stores Guide) of the Training Manual.

The following new items have been included in the reserve stock of equipment :—

(1) File handles .. at about Re. 0-2-0 each.
(2) Residual pipes for the training of Plumbers.
Black—
½" in 6|13 ft. lengths @ about Re. 0-3-3 p. ft.
¾" in 1|6 ft. lengths @ about Re. 0-4-2 p. ft.
¾" in 6|13 ft. lengths @ about Re. 0-4-2 p. ft.
1½" in 1|3 ft. lengths @ about Re. 0-9-7 p. ft.
Galvanised—
¾" in 1|6 ft. lengths @ about Re. 0-5-3 p. ft.
1½" in 1|3 ft. lengths @ about Re. 0-11-7 p. ft.
(3) Steel Rules Engineers (graduated 32nd, 16th and 8th) 12" @ about Rs. 3-4-0 each. [TRD.-450.]

VI. Foodstuffs—Advances for the Purchase of.

1. At civil training centres where there are hostels and difficulty is being experienced in securing foodstuffs, the Heads of the centres may draw a permanent advance calculated at the rate of Rs. 12 per hostel seat in addition to the permanent advance mentioned in paragraph 21 (2) of the Training Manual, Part I, to meet the cost of bulk purchases of foodstuffs each month. All expenditure from the advance should be recouped each month from the stipends of the trainees concerned at the time of payment.

2. At civil training centres where there are no hostels and the trainees are finding difficulty in procuring foodstuffs, the Heads of the centres may forward proposals to the Regional Inspector concerned for the opening of grain shops at their centres. In such cases, the stocks of the proposed shops should not exceed 15 days' requirements and the arrangement suggested should be as economical as possible.

[TRA.-I-1099.] F.D.U.O. No. I. 2127-W (S)|42 dated 21-11-42.

VII. Medical Treatment—For Clerical and Inferior Staff.

All whole-time Central Government clerical and inferior staff at training centres and in the offices of Tribunals and Regional Inspectors are entitled to free medical treatment on the same scale as is admissible to trainees under the Technical Training Scheme subject to the conditions laid down in paragraph 10 (1) of the Training Manual except that they will not be provided with free accommodation or free diet while in hospital.

2. At training centres where medical officers are appointed for the medical treatment of trainees under paragraph VIII the clerical as well as inferior staff will be eligible for treatment at the hands of these officers.

[TRA.-I-186. F. D. U. O. No. 2602-W. (S.)|42, dated 4-1-43.]

VIII. Medical Treatment—Appointment of Medical Staff.

In order to improve the facilities for the medical treatment of trainees, it has been decided that—

(i) at all training centres with a seating capacity of 500 trainees the following medical staff may be appointed by the Regional Inspector at the cost of the Central Government :—

(a) One Medical Officer (graduate), corresponding in rank to an Assistant Surgeon, on pay not exceeding Rs. 250 p. m. ;

(b) One Compounder on pay not exceeding Rs. 40 p. m. ; and

(c) One Dresser on pay not exceeding Rs. 20 p. m.

(ii) the following additional staff may be sanctioned by the Regional Inspector for every additional block of 250—500 trainees :—

(a) One Assistant Medical Officer, corresponding in rank to a Sub-Assistant Surgeon, on pay not exceeding Rs. 100 p. m. ;

(b) One Compounder on pay not exceeding Rs. 40 p. m. ; and

(c) One Dresser on pay not exceeding Rs. 20 p. m.

(iii) a medical allowance to cover the cost of a stock of simple medicines, dressings, etc., at the rate of annas 4 per trainee per month based on the sanctioned strength, may be drawn by the Head of the Training Centre from the Treasury in advance for each period of six months beginning from the date of appointment of the medical staff. A regular account should be maintained of all expenditure incurred against this allowance.

2. The Medical Officers and staff will be expected to provide their own living accommodation. The medicines, etc., should be kept at the training centres or, if there are hostels, in one of the rooms of the hostels.

3. The Medical Officers will be responsible not only for attending and treating the trainees when required, but also for the periodical medical examination of all trainees in their charge at least once in every 3 months. Private practice may be permitted provided it does not interfere with the duties of the Medical Officers.

4. At centres where an all-in medical fee has already been sanctioned, the existing arrangement may continue, but arrangements should be made for the trainees to be medically examined once in every 3 months.

5. The power delegated to Heads of training centres to incur expenditure on medical treatment up to Rs. 10 per trainee on any one occasion [*vide* paragraph 10 (1) of the Training Manual] will not be exercised by Heads of training centres at which the medical arrangements sanctioned under these orders are introduced.

6. Heads of training centres are invited to forward proposals for the appointment of medical staff under these orders to the Regional Inspector concerned. The cost will be debitable to the Head " 64—Miscellaneous expenditure connected with the War, 1939—H. Scheme for the training of skilled artisans ".

7. There are certain areas in which there are no training centres with as many as 500 trainees, but in which there are several training centres within easy reach of one another the total number of trainees at which amounts to 500 or more. In such cases the Regional Inspector may sanction the medical staff provided for under paragraph 1 for the combined centres, and appoint the Head of one of the centres to draw the medical allowance in respect of all the centres to be served. It will be for the Regional Inspector to decide, at which centre the medicines, etc., should be kept having regard to the convenience of both the trainees and the medical officer.

8. In areas where no medical staff is provided under these orders, Regional Inspectors should arrange for the periodical medical examination of the trainees

and may sanction payment for such examinations at the rate of Re. 1 per head for the first 50 trainees and annas 8 for each trainee thereafter on each occasion *plus* conveyance hire, training centres within 1½ miles of one another being treated as one centre for calculating purposes.

9. Copies of all sanctions issued by Regional Inspectors under these orders should be sent to the Labour Department.

[TRA-117|195. F.D.U.O. No. 2306-W (S)|42, dated 31-12-42.]

RAISE THE STANDARD OF TRAINING.

IX. Clerical Staff—Time Scales of Pay for.

With effect from the 1st January 1943, the time-scales of pay given in the appendix will be applied to all whole-time clerical staff employed by the Central Government in the offices of Regional Inspectors and at training centres under the Technical Training Scheme. At training centres situated in Indian States the scales of pay sanctioned for the adjacent Province will apply. In case of doubt, the Regional Inspector concerned will decide which Provincial scales should be followed.

2. The compensatory allowances granted by Provincial Governments to their own staff at certain stations will not be admissible in addition to these scales but dearness allowance will be payable on the scale sanctioned by the Central Government.

3. The following procedure should be followed in applying the time-scales :—

(i) Where the present pay of an officer does not correspond to a stage in the time-scale, his revised pay should be fixed at the stage next below his present pay *plus* a personal pay equal to the difference until such time as he has completed one year's approved service on his former pay when an increment in the time-scale will be admissible.

(ii) Officers drawing less than the minimum of the time-scale now sanctioned for them should be brought on to the time-scale at the minimum, the next increment falling due on the completion of one year's approved service in the time-scale.

(iii) Officers whose present pay corresponds to a stage in the time-scale and who have already rendered not less than one year of approved service on their present pay may be given one increment in the time-scale with effect from the date of completion of one year's approved service.

(iv) Officers whose present pay corresponds to a stage in the time-scale and who have not completed one year's approved service on that pay, will count the period of their actual service on that pay for increment in the new time-scale.

(v) All new appointments should be made on the minimum of the time-scales. No pay should be allowed in excess of the minimum without the specific sanction of the Labour Department.

[TRA.1090-I., F. D. U. O. No. 5-W. (S)|43, dated 6-1-43.]

X. Monthly Directives—Supply of.

Certain Heads of training centres have reported that copies of monthly Directives have not been received by them regularly. Those who need copies of past issues should inform the Labour Department of their requirements.

[TRA-1157.]

XI. Ordnance Factories—Allowance to Trainees Posted to.

1. Reference paragraph III of Directive No. 7, dated the 15th October 1942.

(1) With effect from the 1st December 1942, trainees under the Technical Training Scheme, when posted to Ordnance Factories (including Harness and Saddlery Factories), will receive a special allowance of Rs. 3 per head p. m. for the first four months after joining and Rs. 1-8-0 per head p. m. for the next four months subject to satisfactory attendance.

(2) Within one month of the date on which a trainee reports for duty in an Ordnance factory the Superintendent will assess his value on the basis of his work in the factory and inform the Tribunal of the basic rate of pay which the trainee is considered to be worth. If this amount is more than the pay originally fixed, the Tribunal will issue revised orders under the National Service (Technical Personnel) Ordinance refixing the trainee's pay at the increased rate.

2. As a result of these orders, trainees posted to Ordnance Factories may expect to earn a minimum gross wage of Rs. 43 per month.

[TRA-1-42|81, F. D. U. O. No. 2119-W (S), dated 24-11-42 and Supply Department letter No. E-15 (96), dated the 13th January 1943.]

XII. Regional Inspectors—Appointment of.

The following appointments were made with effect from the dates noted below :—

Name.	Appointed as	Date of appointment.
1. Mr. A. W. Johnstone, Director of Industries, N. W. F. P., Peshawar.	Hony. Regional Inspector, N. W. F. P., Northern Circle,	15th October 1942.
2. Mr. V. A. Choudary.	Regional Inspector, Southern Circle, Sunder Mahal, Peters Road, Cathedral Post, Madras.	10th November 1942.

[TRA. 39-XIII and TRA-39-XXVIII]

XIII. Royal Indian Navy—Recruitment for.

Recruits are urgently required for training as Engine Room, Electrical and Ordnance Artificers and Shipwrights for the Royal Indian Navy. Particulars of the qualifications, terms of training, etc., are given in the attached draft advertisment.* Physical requirements are as follows :—

Height	5 ft. 2 ins.
Weight	105 lbs.
Chest	30 ins.
Minimum chest expansion	2 ins.
Vision—	
Engine Room Artificers, Ordnance Artificers, Shipwrights.	Not less than 6/9 in both eyes. Glasses may be worn.
Electrical Artificers	Not less than 6/12 in one eye and 6/24 in the other. Glasses may be worn.

Colour vision and hearing must be perfect. Teeth must be in good condition—four or more missing or irreparable is a disqualification. Candidates with pyorrhoea will not be accepted. All candidates must be free from organic disease.

The period of enrolment is 10 years, 5 years or less in the Active Service, the remainder in the Royal Indian Fleet Reserve.

If there are any trainees at your centre who have the necessary educational and physical qualifications and are willing to undergo the necessary training, and enrol in the Service, their names and details of their qualifications should be forwarded immediately to the Labour Department. [TRA.-1188.]

XIV. Service Postage Stamps—Use of.

All training centres should use ordinary postage stamps unless they are managed or controlled by the Central or Provincial Government, in which case they will use service postage stamps in the usual way. Training centres entirely controlled by Indian States which are authorised to use service postage stamps will also use these stamps.

2. When service postage stamps are used the postal articles must bear the superscription "On His Majesty's Service" or "On Service", and must be franked by an officer in the left hand bottom corner. [TRA-1-56.]

XV. Staff—Instructional, Grant of Bonus to.

Reference paragraph V of Directive No. 9, dated the 15th December 1942.

The orders regarding bonus refer only to *technical* staff. They do not apply to Educational or Language Instructors, Physical Instructors, Hostel and Assistant Hostel Superintendents Welfare Officers or Medical Officers. [TRA-I-1156.]

IMPROVE INSTRUCTION AND SUPERVISION.

XVI. Steel—Issue of Licences for.

Reference paragraph IV of Part III of the Training Manual.

The latest dates for the issue of licences for steel for structural purposes for Periods III and IV of 1943 and for the 4 periods of 1944 are as follows :—

Period III (July-September) 1943	30- 4-1943.
Period IV (October-December) 1943	31- 7-1943.
Period I (January-March) 1944	31-10-1943.
Period II (April-June) 1944	31- 1-1944.
Period III (July-September) 1944	30- 4-1944.
Period IV (October-December) 1944	31- 7-1944.

[TRD. 2069/1.]

XVII. Stores—Consumable. Hacksaw Blades.

Reference paragraph II of Part III of the Training Manual.

The consumption of hacksaw blades at some training centres is unjustifiably high. Hacksaw blades are now most difficult to obtain and it is necessary that

*Sent to Heads of Training Centres only.

they should be used as economically as possible. As a general rule, not more than two blades per trainee per month should be issued and old blades should always be returned before new ones are provided. [TRD. 2058|34.]

CIVMIL PLAN

XVIII. Civmil Centres.

The following training centre has been converted into a Civmil Centre :—

"Indian Technical Institute, New Delhi."

XIX. Corrigendum.

(1) Reference Appendix B to Directive No. 9, dated the 15th December 1942.

For "Commandant (Capt.|Sub.-Lt.)", *substitute*

"Additional Officer (Capt.|Sub.-Lt.)"

(2) In the list of Civmil Centres annexed to the Civmil Plan at Part II of the Training Manual, 1942, as amended by Correction No. 26 under the heading "Bengal" *after* item "11—Institute of Engineering and Technology, Calcutta", *add* the following new item :—

"12, George Telegraph Institute, Calcutta". [TRA-I-411-VIII.99.]

N. C. SHRIVASTAVA,
Under Secretary to the Government of India.

To

All Heads of Training Centres (with one spare copy).

Copy forwarded for information to Posts and Air Department (with 2 spare copies) ; Political Department (with 45 spare copies) ; War Department (with 15 spare copies) ; Adjutant General's Branch, General Headquarters, New Delhi (with 225 spare copies) ; M. G. O.'s Branch, General Headquarters, New Delhi (with 15 spare copies) ; Railway Department (Railway Board) (with 2 spare copies) ; Director of Civil Aviation in India (with 5 spare copies) ; and Director of Factory Recruitment, 30, Park Street, Calcutta (with 2 spare copies).

N. C. KUPPUSWAMI,
for *Under Secretary to the Government of India.*

Copy, with 50 spare copies, forwarded to the Finance Department, for information and communication to all Accountants General and Comptrollers.

N. C. KUPPUSWAMI,
for *Under Secretary to the Government of India.*

Copy forwarded for information to :—

(i) *All Chairmen of National Service Labour Tribunals ;
(ii) *All Regional Inspectors of Technical Training ;
(iii) †General Managers, East Indian, North Western, B. B. & C. I. Great Indian Peninsula, Bengal and Assam, Mysore State and H. E. H. the Nizam's State Railways ; and
(iv) †Agents and General Managers, Bengal Nagpur, Bengal and North Western, and Central India, Madras and Southern Mahratta, Rohilkund and Kumoan, South Indian, Barsi Light and Dibru-Sadiya Railways ;
(v) †Electrical and Mechanical Engineer, Bikaner ;
(vi) †Manager and Engineer-in-Chief, Gaekwar's Baroda State Railway, Baroda ;
(vii) †Manager, Jodhpur Railway, Jodhpur ;
(viii) The Manager, Bhavnagar State ;
(ix) *The Dewan, Bhavnagar State ; and
(x) †The Manager, Bikaner State Railway, Bikaner ;
(xi) †The General Manager, Jaipur State Railway, Jaipur.

N. C. KUPPUSWAMI,
for *Under Secretary to the Government of India.*

Copy, with 2 spare copies, forwarded for information, to the Auditor General of India, Director of Railway Audit ; the Chief Auditors and Government Examiners of Accounts, Bengal Nagpur, Bengal and North Western and South Indian Railways ; Auditor of Accounts and Government Examiner of

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* With three spare copies.

† With 10 spare copies to the B. B. & C. I. Railway, 7 to the R. & K. Railway, 15 to the G. I. P. Railway, 5 to the Bengal Nagpur, Jodhpur and Jaipur Railways and 3 to the rest.

Accounts, Rohilkund and Kumaon Railway ; and Chief Auditor and Accountant and Government Examiner of Accounts, Madras and Southern Mahratta Railway ; and (Financial Adviser and Chief Accounts Officer) and Chief Auditors, East Indian, Great Indian Peninsula, Bengal and Assam, North Western and Bombay, Baroda and Central India Railway ; Auditor of Accounts, Jodhpur Railway, Jodhpur, and Auditor of Accounts, Bikaner State Railway, Bikaner.

Copy, with 2 spare copies, also forwarded to the Financial Adviser, Military Finance and the Military Accountant General.

N. C. KUPPUSWAMI,
for Under Secretary to the Government of India.

APPENDIX.

Present rates of pay.	Sanctioned time-scales. Rs.
ASSAM.	
Clerks on Rs. 50 and 60 p. m.	50—2½—65
Clerks on Rs. 35 p. m.	40—2½—50
Time and Store-keepers on Rs. 30 p. m.	40—2½—50
BOMBAY.	
Office Superintendent on Rs. 120 p. m.	120—5—140
Head Clerks, Accountants and Store-keepers on Rs. 75 and Rs. 100 p. m.	70—4—90—5—110
Stenographers on Rs. 75 and Clerks and Accountants on Rs. 60 and 65 p. m.	60—3—84
Clerks on Rs. 50 and 55 p. m.	50—2½—65
Clerks from Rs. 30 to Rs. 40 p. m.	40—2½—50
BIHAR AND ORISSA.	
Head Clerks on Rs. 75 and 95 p. m.	70—4—90—5—110
Clerks on Rs. 50, 55 and 60 p. m.	50—2½—65
Clerks on Rs. 30, 35, 40 and 45 p. m.	40—2½—50
C. P. AND BERAR.	
Accountants on Rs. 60 p. m.	60—3—84
Clerks on Rs. 30, 35, 40 and 45 p. m.	40—2½—50
MADRAS.	
Chief Clerk on Rs. 150 p. m.	150—5—175
Financel Clerks on Rs. 125 p. m.	125—5—140
Head Cerks and Accountants on Rs. 75, 80 and 96 p. m.	70—4—90—5—110
Stenographers on Rs. 60 p. m.	50—2½—60—3—75
Clerks, Accountants and Store-keepers on Rs. 50 and 60 p.m.	50—2½—65
Clerks, Store-keepers and Time-keepers on Rs. 25, 30, 35, 37, 40 and 45 p. m.	40—2½—50
PUNJAB.	
Clerks on Rs. 70 p. m.	60—3—84
Clerks on Rs. 45, 50 and 60 p. m.	50—2½—65
Clerks on Rs. 35, 40 and 42 p. m.	42—2—50—2½—55
SIND.	
Accountants on Rs. 75 p. m.	60—3—84
Clerks on Rs. 50 p. m.	50—2½—65
Clerks on Rs. 35 and 40 p. m.	40—2½—50
UNITED PROVINCES.	
Stenographers on Rs. 75 p. m.	50—2½—60—3—75
Clerks and Assistant Accountants on Rs. 50 and 60 p.m.	50—2½—65
Clerks, Store-keepers and Time-keepers on Rs. 30, 35 and 40 p. m.	40—2½—50
Clerks on Rs. 45 p. m.	45—2½—55
DELHI.	
Accountants and Head Clerks on Rs. 100 and 80 p. m.	80—4—100—5—125
Head Store-keepers and Cashiers on Rs. 75 p. m.	75—5—85
Clerks, Store-keepers and Time-keepers on Rs. 45 and 50 p. m.	45—2½—65
Clerks on Rs. 40 p.m.	40—2½—50
Assistant Time-keepers on Rs. 30 p. m.	30—2½—50
N. W. F. PROVINCE.	
Accountant on Rs. 60 p. m.	65—5—130 Plus Rs. 5 Headquarters allowance at Peshawar.
Clerks on Rs. 45 and 46 p. m.	40—3—90 Plus Rs. 5 Headquarters allowance at Peshawar.
BENGAL.	
Senior Clerks, Cashiers and Superintendents on Rs. 100 and 80	80—4—100—5—110
Head Clerks and First Tool Clerk on Rs. 95 p. m.	80—4—100—5—110
Clerks and Accountants on Rs. 65 p. m.	60—3—84
Clerks, Cashiers and Store-Clerks on Rs. 50 and 60 p. m.	50—2½—65
Clerks, Time-keepers and Store-keepers on Rs. 30 to 46 p. m.	40—2½—50
Stenographers on Rs. 60 p. m.	50—2½—60—3—75

L309DofL—2,000—23-1-43—GIPS

W291-42-22

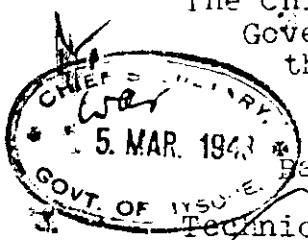
No.F.7-42/W. (1 Encl) 2606/W.

From

The Secretary to the Hon'ble the Resident in Mysore.

To

The Chief Secretary to the Government of His Highness the Maharaja of Mysore, Bangalore.



Bangalore, 5th March '43.

Technical Training Scheme.

Sir,

In continuation of my letter No.F.7-42/W., dated the 11th February 1943, I am directed to forward for information, a copy of Directive No.11 dated the 14th February 1943, issued by the Government of India (Labour Department).

I have the honour to be,
Sir,
Your most obedient servant,

for SECRETARY TO THE RESIDENT.

GOVERNMENT OF INDIA.
DEPARTMENT OF LABOUR.
TECHNICAL TRAINING SCHEME.

DIRECTIVE No. 11.

Simla, the 14th February, 1943.

I. Accounts—Cashing of Bills.

In order to avoid a rush of expenditure in the closing days of the month of March, training centres are to present their bills at the local treasury, as early as possible in that month. [TRD-72|58.]

II. Clothing—Refitting and repairing of.

The cost of refitting and repairing workshop clothing recovered from trainees, who resign or are discharged for backwardness or misconduct before re-issue to other trainees, should be treated as contingent expenditure and debited to the Head "64—Miscellaneous expenditure connected with the war, 1939". [TRA-402|249, F. D. U|O. No. 151-W(S)|43, dated 16-1-43.]

III. Dearness Allowance—Increase of.

Reference paragraph 1 of Directive No. 6, dated 21st September 1942.

The following amendment to the scheme for the grant of dearness allowance to Central Government servants as published in the annexure to Directive No. 6 has been sanctioned :—

For sub-paragraphs (ii) and (iii) of paragraph 3 of the Scheme, the following should be substituted :—

" 3 (ii) The allowance shall be admissible on the scale indicated in the following table, namely :—

Emoluments of Government servant.	Rate of allowance per mensem. Rs. A. P.
Area A—	
Below Rs. 40 p. m.	7 0 0
From Rs. 40 upto Rs. 120 p. m.	10 0 0
Area B—	
Below Rs. 40 p. m.	6 8 0
From Rs. 40 upto Rs. 100 p. m.	9 0 0
Area C—	
Below Rs. 40 p. m.	5 0 0
From Rs. 40 upto Rs. 70 p. m.	7 8 0

(iii) Persons drawing more than Rs. 120 but not more than Rs. 130 in Area A ; more than Rs. 100 but not more than Rs. 109 in Area B ; more than Rs. 70 but not more than Rs. 77-8-0 in Area C shall receive such allowance as would bring their total emoluments upto Rs. 130, Rs. 109 and Rs. 77-8-0 in the respective areas."

2. These modifications will take effect from the 1st January 1943.

[TRA-I-1181—F. D. Notification No. F. 2 (40)-W|42, dated 19-1-1943.]

IV. Equipment—Shortages and breakages in consignments sent under the instructions of the Inspector-in-Charge of Supply.

Reference paragraph 22 (3) of the Training Manual.

The Inspector-in-Charge of Supply points out that shortages and breakages of equipment sent out under his instructions are not promptly reported to him. In order to enable him to take suitable action, Training Centres are requested to forward particulars of all such cases to him with the least possible delay. [TRD-2060|52.]

V. Instructor trainees—Payment of full stipends to, during joining time.

Instructor trainees posted to training centres on completion of training should be allowed full stipends during the period of joining time. The period of joining time will be fixed by the Tribunal concerned when issuing the posting orders. [TRA-I-469—F. D. U|O. I. No. 296-W(S)|43, dated 28-1-43.]

VI. Medical Treatment—Hospital allowance.

Reference paragraph 10 (4), Part I of the Training Manual 1942.

With effect from the date of this Directive trainees admitted to hospital for illness other than injuries received while at work should be paid half their stipends instead of Rs. 10 p. m. as at present.

[TRA-I-411-VI ; F. D. U. O. No. II 2121-W(S)|42, dated 23-12-42.]

VII. Mess Utensils—Repairs to.

Reference paragraph 7 (1) of the Training Manual, 1942, and paragraph III of Directive No. 9.

Repairs to mess utensils supplied to trainees' hostels at Government cost may be carried out when necessary, the cost being met from the grant for contingencies. [TRA-I-1283, F. D. U. O. No. 214-W(S)/43, dated 20-1-43.]

VIII. Regional Inspectors—Appointment of.

The following appointments were made with effect from the dates noted below :—

Name.	Appointed as	Date of Appointment.
1. Mr. S. N. Srivastava, Technical Inspector, B. & O. National Service Labour Tribunal.	Regional Inspector, South Eastern Circle, Patna	26-11-42
2. Mr. J. Tullis, Regional Inspector, Eastern Circle.	Hony. Regional Inspector (for the Bihar College of Engineering, Patna, only).	7-2-43

[TRA-I-39-XXX & TRA-I-39-VII.]

IX. Returns—Monthly Expenditure Statement.

Reference paragraph 21 (1) of the Training Manual, 1942.

It has been noticed that some training centres include in their monthly expenditure statements items of expenditure for which no amounts were actually drawn from the Treasury during the month. As this leads to confusion, Heads of Training Centres are requested to show in these statements only those items of expenditure for which money was actually drawn from the Treasury during the month to which the statement relates. [TRD-72/4625.]

X. Stores—Scrap tin strips.

Reference paragraph V of Directive No. 8, dated 19th November 1942. Owing to the exhaustion of the supply of tin strips, Terne strips will be issued by the Inspector-in-Charge of Supply, from January to March 1943. These strips are coated with 75 per cent. lead and 25 per cent. tin and are suitable for training sheet metal workers. [TRD-416/11.]

XI. Subsistence and Baggage Allowances—Grant of, to Instructors.

Reference paragraph 24 (5) of the Training Manual, 1942.

When travelling on duty or on transfer Mistri Instructors will be entitled to a subsistence allowance of annas 12 per day or part of a day and Supervisor Instructors to Rs. 1/8 per day or part of a day. The subsistence allowance will be drawn in addition to any travelling allowance to which they may be entitled.

2. On transfer from one training centre to another, Instructors will also be entitled to payment of cost of carriage by goods train of personal effects at the following rates :—

(a) upto 12 maunds, if without family ;

(b) upto 15 maunds, if with family.

3. The above concessions will be admissible to instructors for joining their first appointments only if they are conscripted under the Ordinance, or were already in Government service before employment under the Scheme or have been trained by Government for appointment as instructors.

[TRA-I-469, F. D. U/O I. No. 296-W(S)/43, dated 28-1-43.]

XII. Supply—Inspector-in-charge of, Change of Designation.

With effect from the 15th February, 1943, the designation of the Inspector-in-charge of Supply will be changed to " Director of Supplies, Technical Training Scheme ". The Director's office will continue in Calcutta as at present and his address will be unchanged. [TRA-I-115.]

CIVMIL PLAN

XIII.—Antecedents—Verification of.

The following should be substituted for the last ten lines of paragraph 2(5) of the Training Manual, Part I, as amended by correction slip No. 2 :—

" The verification rolls of trainees enrolled in the Army should, as soon as received back from the verifying authorities, be forwarded by the Chairmen of Tribunals or the President of the Technical Training Selection

Committee, Lahore in the case of the Punjab and the North-West Frontier Province, to—

(1) the Officer Commanding the Civmil Hostel where such a hostel exists :

(2) the Head of the Civmil Centre concerned if no Civmil hostel exists ; and

(3) the units concerned through the Technical Recruiting Officer if the trainees have been posted direct from a civil training centre to an Army unit.

Where no Civmil hostels exist, Heads of Civmil Centres will bring adverse police reports on enrolled trainees immediately to the notice of the Officer Commanding, i.e., the Military officer appointed to deal with the discipline of enrolled trainees.

Under paragraph 2 of the Civmil Plan, lists of enrolled trainees are sent to the National Service Labour Tribunals concerned by the Heads of training centres. In future, Heads of civil training centres should inform the Tribunals immediately when any of these trainees are transferred to Civmil Training Centres or direct to Army units.

The verification rolls of trainees posted to Ordnance Factories should be forwarded by Tribunals to the Superintendents of the Ordnance Factories to which the men are posted ".

[TRA 411/IV, A.G.'s Branch U/O No. B/74 133 A.G. 2 (b-2), dated 22-12-42.]

XIV. Civmil Centres—Conversion into.

The following training centres have been converted into Civmil Centres :—

1. Government Trades Schools, Trichur.

2. M. & S.M. Railway Workshops, Hubli. [TRB-II-303/49.]

XV. Deserters—Apprehension of, Payment of Rewards for.

A reward of Rs. 5 is payable to the person or persons responsible for the arrest of any enrolled trainee who deserts. In the case of trainees who abscond from Civmil hostels the reward will be paid by the Officer Commanding the hostel, and in the case of trainees not residing in Civmil hostels by the T. R. O./A.T.R.O. concerned on the recommendation of the military officer appointed to deal with the discipline of enrolled trainees at the centre concerned.

2. Heads of training centres should report all cases of desertion of enrolled trainees to the military officer appointed to deal with discipline who will take further action for their apprehension. At centres with Civmil hostels the Officer Commanding the hostel will initiate action for the apprehension of deserters.

[TRA-I-1189 ; A.G.'s Branch U/O No. 25623/A.G. 2 (b-2), dated 19-12-42.]

XVI. Enrolled Trainees—Disrating of, for slackness, etc.

After classification as Improvers enrolled trainees sometimes slack off in their work and fail to make satisfactory progress under the impression that their pay cannot be reduced. According to the Army Regulations for Tradesmen and R.A.I. Instruction No. 406, an enrolled trainee whose qualifications fall below the prescribed standard or who fails to show diligence in his duties may be disrated by his Commanding Officer until such time as he requalifies by test. This provision should be brought to the notice of all enrolled trainees. Heads of training centres should refer cases of trainees who in their opinion should be disrated, to the military officer appointed to deal with the discipline of enrolled trainees and the latter will take suitable action.

[TRA-411 ; A.G.'s Branch Dy. No. 539/A.G.2(b-2), dated 15-12-42.]

N. C. SHRIVASTAVA,

Under Secretary to the Government of India.

To

All Heads of Training Centres (with one spare copy).

Copy forwarded for information to Posts and Air Department (with 2 spare copies) ; Political Department (with 45 spare copies) ; War Department (with 15 spare copies) ; Adjutant General's Branch, General Headquarters, New Delhi (with 250 spare copies) ; M. G. O.'s Branch, General Headquarters, New Delhi (with 15 spare copies) ; Railway Department (Railway Board) (with 2 spare copies) ; Director of Civil Aviation in India (with 5 spare copies) ;

and Director of Factory Recruitment, 30, Park Street, Calcutta (with 2 spare copies).

GOPAL DAS,
for *Under Secretary to the Government of India.*

Copy, with 50 spare copies, forwarded to the Finance Department, for information and communication to all Accountants General and Comptrollers.

GOPAL DAS,
for *Under Secretary to the Government of India.*

Copy forwarded for information to :—

(i) *All Chairmen of National Service Labour Tribunals ;

(ii) *All Regional Inspectors of Technical Training ;

(iii) †General Managers, East Indian, North Western, B. B. & C. I., Great Indian Peninsula, Bengal and Assam, Mysore State and H. E. H. the Nizam's State Railways ; and

(iv) †Agents and General Managers, Bengal Nagpur, Bengal and North Western, and Central India, Madras and Southern Mahratta, Rohilkund and Kumaon, South Indian, Barsi Light and Dibru-Sadiya Railways ;

(v) †Electrical and Mechanical Engineer, Bikaner ;

(vi) †Manager and Engineer-in-Chief, Gaekwar's Baroda State Railway, Baroda ;

(vii) †Manager, Jodhpur Railway, Jodhpur :

(viii) The Manager, Bhavnagar State ;

(ix) *The Dewan, Bhavnagar State;

(x) †The Manager, Bikaner State Railway, Bikaner ; and

(xi) †The General Manager, Jaipur State Railway, Jaipur.

GOPAL DAS,
for *Under Secretary to the Government of India.*

Copy, with 2 spare copies, forwarded for information, to the Auditor General of India, Director of Railway Audit ; the Chief Auditors and Government Examiners of Accounts, Bengal Nagpur, Bengal and North Western and South Indian Railways ; Auditor of Accounts and Government Examiner of Accounts, Rohilkund and Kumaon Railway ; and Chief Auditor and Accountant and Government Examiner of Accounts, Madras and Southern Mahratta Railway ; and (Financial Adviser and Chief Accounts Officer) and Chief Auditors, East Indian, Great Indian Peninsula, Bengal and Assam, North Western and Bombay, Baroda and Central India Railway ; Auditor of Accounts, Jodhpur Railway, Jodhpur, and Auditor of Accounts, Bikaner State Railway, Bikaner.

Copy, with 2 spare copies, also forwarded to the Financial Adviser, Military Finance and the Military Accountant General.

GOPAL DAS,
for *Under Secretary to the Government of India.*

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* With three spare copies.

† With 10 spare copies to the B. B. & C. I. Railway, 7 to the R. & K. Railway, 15 to the G. I. P. Railway, 5 to the Bengal Nagpur, Jodhpur and Jaipur Railways and 3 to the rest.

L332DofL—2,000—14-2-43—GIPS

W 291-42-23.

No.F.7-42/W. (1 Encl.).

Pol. 1198 2752 W

From

The Secretary to the Hon'ble
the Resident in Mysore.

To

The Chief Secretary to the
Government of His Highness
the Maharaja of Mysore,
Bangalore.

Bangalore, 20th March 1943.

Technical Training Scheme.

Sir,

I am directed to forward for information a copy of a memorandum from the Government of India (Department of Labour) No.TRA-I.39, dated the 1st March 1943.

I have the honour to be,
Sir,
Your most obedient servant,

for SECRETARY TO THE RESIDENT.

tsln.

GOVERNMENT OF INDIA.
DEPARTMENT OF LABOUR.

No. TRA-I.39.

Dated Simla, the 1st March 1943.

MEMORANDUM

As a result of the continued growth of the Technical Training Scheme, it has been decided (a) to appoint a Director and Deputy Director of Training, (b) to change the designation of the Inspector-in-Charge of Supply to Director of Supplies, (c) to appoint a Deputy and an Assistant Director of Publicity and Recruitment, and (d) to form three new Circles of inspection. Brigadier A.W.H. Rea, A.I. Mech.E., I.A.O.C is being appointed Director of Training and his Headquarters will be at Simla. Mr.S.L. Saksena, M.B.E., Senior Regional Inspector, Northern Circle, has been appointed Deputy Director of Training and his Headquarters will be at Lucknow. In addition to his duties as Deputy Director, Mr.Saksena will act as Senior Regional Inspector of the North-Eastern Circle. The main duties of the Director and Deputy Director of Training will be to co-ordinate and improve methods and standards of instruction, standardise trade testing and genrally do all in their power to improve the standard of training throughout India. Correspondence on these points should be addressed to the Director (when appointed) and the Deputy Director, but pending further orders correspondence on all other matters should be addressed to the Labour Department as heretofore. Appointments to the two new posts of Deputy Director and Assistant Director of Publicity and Recruitment will be made in the near future.

2. The new organisation where it does not already exist will come into being with effect from the dates stated below and the lay-out will be as follows:-

LABOUR DEPARTMENT.

Director of Publicity and Recruitment. (Khan Bahadur Mushtaq Ahmed Gurmani.)	Director of Training (Brigadier A.W.H. Rea) 1-3-43.	Director of Supplies (Mr.E.E.L. Grundy, O.BE.) 15-2-43.
Deputy Director of Publicity and Recruitment. (15-3-43).	Deputy Director of Training- (Mr.S.L.Saksena, M.B.E.) 15-2-1943.	
Assistant Director of Publicity and Recruitment. (15-3-43).		

Circles.	Regional Inspectors.	Assistant Regional Inspectors.
(5)Southern Circle (North) All Districts north of Chittoor and the Mysore and Sandur States. (15-3-43).	Mr.A.Viswanath(S.R.I) Mr.M.V.Jagannatha Ayengar Mr.V.A. Choudary.	

:o:

THE OFFICE OF THE HON'BLE THE RESIDENT IN MYSORE,
Dated Bangalore, the 23rd March 1943.

No.F.7-42/W. W291-42-24. 5155

A copy of the undermentioned papers is forwarded to the Chief Secretary to the Government of His Highness the Maharaja of Mysore, Bangalore, for information. 2806/W

By order, etc.,

26 MAR 1943

for SECRETARY TO THE RESIDENT

Memoranda from the Government of India (Department of Labour(to the Manager, Government Electric Factory, Bangalore City, Nos.TR(B-II)-296(1) and TR(B-II)-296(2), dated the 13th March 1943.

Subtd for perusal. (I think this question is dealt with in war section)

29/3/43

ksln.

Dy Secy

24 MAR 1943

GOVT. OF MYSORE.

Asst Secy (WS) 29/3/43

GOVERNMENT OF IND:

DEPARTMENT OF LABOUR

No. TR(2-II)-296(1)
Dated Simla, the 13th March '43

M E M O.

On the recommendation of C.M.E., S.C., the C.E. in C. sanctions the grant of an advance not exceeding Rs. 125/- (Rupees one hundred & twenty five) to Mr. M.R. Suryanarayana Rao a Junior Inspector at the Govt. Electric Factory, Bangalore City, for the purchase of a bicycle. The amount of advance will be limited to the amount actually required for the purchase of a bicycle or Rs. 125/- (Rupees one hundred & twenty five) whichever is less. If the actual price of the bicycle be less than the advance taken, the balance should forthwith be recovered from Mr. Rao and refunded to Govt.

2. The amount of advance should be recovered from Mr. Rao in twelve instalments (i.e. eleven instalments of Rs.11/- (Rupees eleven) each & twelfth of Rs. 4/- (Rupees four) plus interest) through the pay bill commencing from the pay for March 1943 payable on 1.4.43. The advance bears interest at 3.5% per cent p.a. and will be calculated on the balance outstanding on the last day of each month.

3. The amount of advance sanctioned should be drawn & disbursed to Mr. Rao only after he has produced the surety of a permanent Govt. servant, which should either be kept by you in safe custody or sent to the C.M.E., S.C. In the event of Mr. Rao being discharged before the advance is completely recovered from him, the outstanding balance of the advance must be recovered in a lump sum before discharge.

4. Funds required to meet the expenditure should be drawn from the local Treasury in the usual manner.

J.J.Jerath
Assistant Secretary.

To

The Manager,
Govt. Electric Factory, Bangalore City.

Copy to :-

1. Mr. A.Viswanath, C.R.I., S.C., with ref. to the correspondence ending with his letter No. 331/II/43, dt. 6-1-43.

2. The Hon'ble the Resident in Mysore (with 1 s.c.)

3. Political Department .

4. F.D.(with one s.c. for communication to the A.G., Madras). The sanction has been given by this Deptt. with the concurrence of the Fin. Deptt. vide their U.O.No. 851-F(3)/43 dt. 10-3-43.

P.N.Sharma

for Assistant Secretary.

GOVERNMENT OF INDIA

DEPARTMENT OF [illegible]

No. TR(2-II)-296(2)
Dated Simla, the 18th March '43

U R G E N T.

On the recommendation of S.D.I., B.C., the C.G. in C. sanctions the hiring by you of hostel accommodation for accommodating 15 Car technicians (including supernumeraries) on rent not exceeding Rs. 150/- (Rupees one hundred & fifty) p.m. (inclusive of all taxes) and authorises you to incur an expenditure not exceeding Rs.420/- (Rupees four hundred & forty) on the purchase of hostel furniture and less utensils for the trainees residing in the hostel. The furniture and utensils should be purchased only after ascertaining the actual requirements & will be the property of the Central Govt.

Hostel furniture, Rs.6	
Less utensils " 4	
Rs.10 per head	

2. A sum of Rs.2/- (Rupees two) per trainee p.m. on account of seat - rent, lighting, water, furniture, conservancy and all other connected charges, except messing should be deducted from the stipends of the trainees, actually residing in the hostel, at the time of payment & credited to Central Revenues under the head " XII-Receipts connected with the war -133-Unclassified items".

3. Funds to meet the expenditure involved should be drawn from the local Treasury in the usual manner.

S.C.Jerath
Assistant Secretary.

To

The Manager,
Govt. Electric Factory,
Bangalore City.

Copy ....

Copy to :-

1. Dr. A.Vishnuth, B.A.I., A.C., with ref. to the correspondence ending with his letter no. [illegible]/B/64/43 dt. 6-1-43.

2. The Hon'ble the Resident in Mysore (with 1 s.c.)

3. Political Deptt.

4. Fin. Deptt. (with one s/c. for communication to A.G., Indrun). The sanction has been given by this Deptt. with the concurrence of the Fin. Deptt. Vide their s/o.II.No.851-H(S)/43 dt. 10.3.43.

P.N.Sharma

for Assistant Secretary.

D.A.Nil
M.M.12.3.

W 291-42-25 P. 209.5

No.F.7-42/W.

From

The Secretary to the Hon'ble
the Resident in Mysore.

To

The Chief Secretary to the
Government of His Highness
the Maharaja of Mysore,
Bangalore.

Bangalore, 10th April 1943.

Technical Training Scheme.

Sir,

In continuation of my letter No.F.7-42/W, dated the 5th March 1943, I am directed to forward for information a copy of directive No.12 dated the 20th March 1943, issued by the Government of India (Labour Department).

I have the honour to be,
Sir,
Your most obedient servant,

CHIEF SECRETARY
13. APR. 1943
GOVT. OF MYSORE

for SECRETARY TO THE RESIDENT.

GOVERNMENT OF INDIA
DEPARTMENT OF LABOUR
TECHNICAL TRAINING SCHEME

DIRECTIVE No. 12.

Simla, the 20th March 1943.

I. Coke and Coal—Supply of, to Training Centres.—Reference paragraph III of Directive No. 8, dated the 19th November 1942.

When asking for assistance in securing supplies of coal and coke, training centres are requested to give particulars in the form shown in Annexure I. and to submit the same through the Regional Inspector concerned. (*TRD*—2067/24)

II.—Physical standards.—Reference Appendix XV, Training Manual, 1942. It has been decided to raise the minimum physical requirements which trainees under the Technical Training Scheme must satisfy before admission to training centres. The minimum requirements will henceforth be as follows:—

Height	5 ft. 0 in.
Expanded chest with 2" expansion	32 inches.
Weight	105 Lbs.
Vision	6/9, 6/12 with or without glasses (distant vision).

Trainees already enrolled or under training who do not fulfil these requirements will not be discharged for that reason, but the new standards should be applied to all future candidates.

T. R. Os. will ensure that trainees enrolled for posting to S. & M. and Artillery Training Centres conform to the standards laid down in I. A. O. 1441/42. The standards for Gurkhas and Assamese will remain unchanged. [*TRA-I*-117/189.]

III.—Steel Bars—Supply of.—Reference paragraph IV of Part III of the Training Manual:—

Mild steel bars 1" × 1" will be added to the reserve stock held by the Director of Supplies, Technical Training Scheme, from Period II, *i.e.*, April—June 1943 and may be obtained by Training Centres on payment in accordance with the procedure prescribed in Part II of the Manual. (*TRD*-2069/16.)

IV.—Stipends—Recovery of.—Reference paragraph 13 (3) (*ii*) of the Training Manual, Part I. Unenrolled trainees who leave training centres without permission and join as clerks whether in a technical or non-technical branch of the Defence Services are not exempt from the liability to refund the stipends paid to them and in future such recoveries will be insisted on.

No recoveries will be made in cases which occurred before the issue of these instructions.

[*TRA*. 273—*F.D. u. o No.* 825(*W*)/*S, dated* 9*th March* 1943.]

V.—Training—Formation of Directorate of.—A Director and a Deputy Director of Training have now been appointed under the Technical Training Scheme. The Director, Brigadier Rea, has been in charge of technical training for the Indian Army Ordnance Corps for the last four years and has wide experience of training and the requirements of the Services. The Deputy Director, Mr. Saksena came to us from the Engineering Department of the G. I. P. Railway and has been Senior Regional Inspector of the Northern Circle since the inception of the Scheme. He has been largely responsible for the preparation of many of the syllabuses of training and the sample trade tests. The Director of Training assisted by the Deputy Director and the Regional Inspectors will be responsible for the technical side of the scheme and it will be their object to co-ordinate and improve methods and standards of instruction and trade testing and endeavour to bring training at all centres to the highest standard of technical perfection. Heads of training centres will still correspond with Regional Inspectors, as heretofore, but they will come in contact with the Director and the Deputy Director of Training during the tours of these officers and they are asked to give them every co-operation and assistance. From now onwards, each Monthly Directive will contain a paragraph prepared by the Director of Training, which will deal with technical matters under the heading of Technical Notes. It is hoped that Heads of Training Centres will bring these notes to the notice of their instructional staff.

A table showing the present organisation and layout of the Technical Training Scheme is attached to this Directive (Annexure II).

VI.—Travelling and subsistence allowance.—(*i*) In line 9 of paragraph 4 (3) of the Training Manual, 1942 after the words and figures 2 (2) insert the words "plus subsistence allowance of annas -/12/- per day for the actual period of the journey".

(*ii*) In line 15, paragraph 2 (4), of the Training Manual after the word "miles", insert the following words "No subsistence allowance will be admissible in such cases".

(*iii*) In line 3 of paragraph 17 (2) of the Training Manual after the words "training centre", insert the words "including the office or headquarters of the Tribunal".

(*iv*) In line 6 of paragraph 17 (2) of the Training Manual for the word "eight", substitute the word "twelve". [*TRA-I*-1288—*F. D. u. o. No.* 662-*W*(*S*)/43, *dated* 25*th February* 1943.]

VII.—Travelling Expenses—Grant of—to families of Trainees posted to Ordnance Factories or Civil Industry.—Reference paragraph 19 of the Training Manual, 1942.

(1) Trainees who on passing their trade tests are permitted to return to their homes after registering their names with the Tribunal and trainees who are permitted to proceed to their homes on 7 days leave *cum* joining time preparatory to joining a factory should be paid travelling expenses to their homes and from their homes to the place of posting at the rate of one 3rd class railway fare *plus* anna -/1/- per mile for road journeys *plus* annas -/12/- per day subsistence allowance for the actual period of the journey in

each case. Subsistence allowance will not be admissible to trainees during the actual period they spend at their homes.

(2) Passed trainees who are posted to Ordnance Factories or civil industry are entitled to claim travelling expenses for their families and the cost of carriage of their personal effects from their homes to their place of posting. Such claims should be made to the Tribunal after the trainee has joined his appointment and should be supported by a certificate showing the number of dependants who are to join him and the approximate weight of his personal effects.

[*TRA-I*-1288; *F. D. u/o. No.* 622-*W(S)*/43, *dated 25th February* 1943].

CIVMIL PLAN.

VIII.—Civmil Centre—Reconversion into Civil centre.—The Bhavnagar State Railway, Port Technical Training Centre, Bhavnagar has been re-converted into a Civil centre.

2. Reference paragraph XIV of this Department Directive No. 11, dated 14th February 1943; the following entry should be deleted from the list of Civmil centres:—

"M. & S. M. Railway Workshops, Hubli".

IX.—Hospital—Payment of full pay to enrolled trainees while in.—Reference paragraph VI of Directive No. 11, dated 14th February 1943. The instructions contained in that paragraph will apply to civil trainees only. With effect from date of this Directive enrolled trainees should be allowed full pay and allowances during the period of their stay in hospital unless the sickness is caused by the trainees themselves by an offence committed under the Indian Army Act or by their own misconduct or imprudence in which case they will receive their basic pay only.

[*TRA*-411-*VI*; *F. D. u/o IV No.* 876-*W(S)*/43. *dated* 12*th March* 1943].

TECHNICAL NOTES.

"What Constitutes a Good Instructor."

It is not given to everyone to be a good instructor, but providing the following points are well developed, any man can with experience carry out instructional duties:—

(*a*) *Ability.*—In the first instance a would-be instructor must be "knowledgeable" in the subject which he intends to teach, and in this connection an ounce of practical ability is worth many pounds of theory. It is one thing to know how work should be done, but quite another to be able to do it oneself. The first essential of a good Instructor then is intimate knowledge of the work in wh ch he is instructing.

(*b*) *Patience.*—He must possess more than his fair share of patience. To have arrived at a "good instructor" stage of proficiency, has taken many years of concentrated effort. In contrast to this the recruits we are dealing with are entirely new to the work and for a time at least, we cannot expect them even to understand, let alone be able to carry out work in accordance with our wishes. This, then, is where patience is necessary, and it will be found that a sympathetic and patient understanding of the difficulties trainees are up against will be amply rewarded later.

(*c*) *Firmness.*—This must be tempered with kindness. There are always many ways in which jobs of work can be carried out. There is, however, only one best and correct way. This correct way is the only one which can be accepted from trainees, but to establish this fact in the minds of youths, entails firmness on the part of the instructor. By this is meant that very definite instructions must always be given and the instructor must see that these instructions are carried out.

(*d*) *Example.*—It will be found that trainees f llow very closely the example set by their instructor. An Instructor who is smart in himself will quickly find that the class he is in charge of, will follow h s example, and quickly become a smart class. Instructors should, therefore, take a pride in their appearance and bearing, and they must insist that they are given the respect which is due to their position as instructors.

(*e*) *Detail.*—When instructing, particular attention must be paid to detail. DETAIL must be the slogan of all instructors in all they are trying to do, and everything they attempt to teach. The expressions "good enough" or "near enough" must be forgotten during training periods, and any work attempted must be carried out, DETAIL by DETAIL in the best possible manner.

Any work worth doing must, of course, be conscientiously carried out.

2. We, therefore, come to the conclusion that a man to qualify as a good instructor must be conscientious, he must know his work, he must be patient and firm, set a good example and attend to detail.

3. All our instructors must be good instructors so all must do their utmost to develop the above qualities.

N. C. SHRIVASTAVA,
Under Secretary to the Government of India.

To

All Heads of Training Centres (with one spare copy).

Copy forwarded for information to Posts and Air Department (with 2 spare copies); Political Department (with 45 spare copies); War Department (with 15 spare copies); Adjutant General's Branch, General Headquarters, New Delhi (with 270 spare copies); M. G. O.'s Branch, General Headquarters, New Delhi (with 15 spare copies); Railway Department (Railway Board) (with 2 spare copies); Director of Civil Aviation in India (with 5 spare copies); and Director of Factory Recruitment, 30, Park Street, Calcutta (with 2 spare copies).

I. M. BHATNAGAR,
for *Under Secretary to the Government of India.*

Copy, with 50 spare copies, forwarded to the Finance Department, for information and communication to all Accountants General and Comptrollers.

I. M. BHATNAGAR.
for *Under Secretary to the Government of India.*

Copy forwarded for information to :—

(*i*) *All Chairman of National Service Labour Tribunals ; (*ii*) *all Regional Inspectors of Technical Training ; (*iii*) †General Managers, East Indian, North Western, B. B. & C. I., Great Indian Peninsula, Bengal and Assam, Oudh & Tirhoot, Mysore State and H. E. H. the Nizam's State Railways ; and (*iv*) †Agents and General Managers, Bengal Nagpur, and Central India, Madras and Southern Mahratta, South Indian, Barsi Light and Dibru-Sadiya Railways ; (*v*) †Electrical and Mechanical Engineer, Bikaner ; (*vi*) †Manager and Engineer-in-Chief, Gaekwar's Baroda State Railway, Baroda ; (*vii*) †Manager, Jodhpur Railway, Jodhpur ; (*viii*) The Manager, Bhavanagar State ; (*ix*) *The Dewan, Bhavnagar State ; (*x*) † The Manager, Bikaner State Railway, Bikaner ; and (*xi*) †The General Manager, Jaipur State Railway, Jaipur.

I. M. BHATNAGAR,
for *Under Secretary to the Government of India.*

Copy, with 2 spare copies, forwarded for information, to the Auditor General of India, Director of Railway Audit ; the Chief Auditors and Government Examiners of Accounts, Bengal Nagpur, and South Indian Railways ; Financial Adviser and Chief Accounts Officer, O. & T. Railway, Gorakhpur ; Chief Auditor, O. & T. Railway, Gorakhpur ; and Chief Auditor and Accountant and Government Examiner of Accounts, Madras and Southern Mahratta Railway ; and (Financial Adviser and Chief Accounts Officer) and Chief Auditors, East Indian, Great Indian Peninsula, Bengal and Assam, North Western and Bombay, Baroda and Central India Railways ; Auditor of Accounts, Jodhpur Railway, Jodhpur, and Auditor of Accounts, Bikaner State Railway, Bikaner.

Copy, with 2 spare copies, also forwarded to the Financial Adviser, Military Finance and the Military Accountant General.

I. M. BHATNAGAR,
for *Under Secretary to the Government of India.*

---

* With three spare copies.

†With 10 spare copies to the B., B. & C. I. Railway, 7 to the R. & K. Railway, 18 to the G. I. P. Railway, 5 to the Bengal Nagpur, Jodhpur, and Jaipur Railways and 3 to the rest.

ANNEXURE I.

Application for the supply of coal and coke required exclusively for training under the Technical Training Scheme.

1. Name of the Training Centre.

2. Weight in tons or maunds.

3. (*a*) Period for which the quantity will be sufficient.

   (*b*) Average daily consumption.

4. Quality of coal or coke required.

5. Trades for which required, with the no. of trainees in each trade.

Note. In the case of *Blacksmiths*, the number of standard size forges in use should be given, and if coal is required for *Moulders*, the precise details of its use, *e.g.*, core-drying, preparation of moulding sand, furnace, etc., should be stated.

6. If coal is required for engines, the I.H.P. should be stated and also the no. of working hours.

7. If coke is required for hostels, the number of trainees residing in them should be given.

8. Names of usual suppliers.

Signature of the Head of the Centre.

Remarks by the Regional Inspector.

NOTE (1).—This application should be submitted to the Government of India, Department of Labour, through the Regional Inspector concerned. Before sending the application training centres should invariably do their best to obtain their requirements from local sources.

(2)—Quantities of less than one small wagon load (*i.e.*, 12 tons) should not be asked for.

ANNEXURE II.

Technical Training Scheme
(Organisation on 20th March 1943.)

Director of Publicity and Recruitment, Khan Bahadur Mushtaq Ahmed Gurmani, M.L.A. (Council Chamber, Simla).

Deputy Director of Publicity and Recruitment, Dr. M. D. Taseer, M.A., Ph.D. (Cantab.), (Council Chamber, Simla).

Assistant Director of Publicity & Recruitment, Mr. I. E. Ezekiel.

Exhibition officer, Dr. H. K. Gore, M.Sc., Ph.D., Delhi.

Publicity Officers.

1. Bengal—Dr. S. R. Sengupta, B.Sc., Ph.D., A.M.I.E., Calcutta.
   ar—Rai Bahadur Bechu Narayan, B.A., B.T., atna.
   Civil Recruiting Officer, Mr. S. M. Dutt).
2. Bombay—Mr. S. R. Tawde, B. A., Dip. Ed., Bombay.
3. C. P. & Berar.—Mr. K. M. Vaidya, B.A., LL.B., Nagpur.
5. Punjab—Mir Mohammad Mohsin, B.Sc., B.T., Lahore.
6. Madras—Mr. V. Viswanath Sarma, M.A., L.T., Madras.
7. U. P.—Khan Sahib Zafar Hussain Khan, B.A., B.T., Lucknow.

NOTE.—The publicity officers are attached to the National Service Labour Tribunals which are responsible for recruitment under the Technical Trg. Scheme. Training is linked up with recruitment through the Regional Inspectors at least one of whom in each circle is a member of the local Tribunal, and acts as adviser on training.

Director of Training, Brigadier A. W. H. Rea, O.B.E. A.M.I. Mech.E. I.A. (Council Chamber, Simla).

Deputy Director of Training, Mr. S. L. Saksena, M.B.E., B.Sc., (Engg.). A.M.I. Mech.E. (Lucknow).

Director of Supplies, Mr. E. E. L. Grundy, O.B.E. B.Sc., M. I. Mech.E., A. M. I. E. (12 Dalhousie Square, Calcutta).

Circles.	*Regional Inspectors.*
(1) *Northern Circle.* Punjab (except N. W. R. Workshops, Moghalpura.*	Mr. J. G. Cowie, M.B.E.,* Inspector of Industrial Schools, Punjab, Lahore. (Asstt. Regional Inspector. Mr. H. H. Dring, Lahore).
North-West Frontier Province.	Mr. A. W. Johnstone* B.Sc., (Lon.) A. M. I. E. E., A. M. I. Mech. E. (Hony.) Director of Industries, N.-W. F. P., Peshawar.
Sind & Baluchistan.	Mr. R. Cooper, A.M.I. Mech.E., Senior Regional Inspector, Karachi.
(2) *North-Eastern Circle.* United Provinces and Gwalior State.	§ Mr. S. L. Saksena, M.B.E., B.Sc (Engg.), A.M.I. Mech.E., Senior Regional Inspector (in addition to other duties), Lucknow. Capt. B. Chatterjee, A.M.I.A.E., A.M.S.E., Mem. A.S.M.E. Benares Hindu University, Engineering College Benares. (Asstt. Regional Inspector Mr. W. McReddie, Lucknow).
(3) *Eastern Circle.* Bengal (except Chittagong and Tippera Districts) and Couch Behar and Tripura States.	Mr. G. S. G. Vernon, M.I.E. (India) Senior Regional Inspector, 26, Lee Road, Calcutta. Dr. A. H. Pandya,* Sc. D. (Eng.), M.Sc., B.E.* (Bom.), A.M.I. Struct. E., A.M. Am. Soc. C.E., A.M.I.E. (Ind.), A.M. Inst. W., M.A.R.P.I., Principal, Bengal Engineering College, Sibpur, P.O. Botanic Garden, Howrah. (Asstt., Regional Inspector, Mr. S. Hunt, A.M.I. Mech.E., Calcutta). Mr. W. Allsup, M.I. Mech.E., M.I.E.I. Chief Electrical and Factory Inspector, Shillong.
Assam and Assam States and Bengal Districts of Chittagong & Tippera.	
(4) *South-Eastern Circle.* Bihar (except Bihar College of Engineering, Patna) and Orissa and Mayurbhanj & Orissa States. Bihar College of Engineering, Patna.	Mr. S. N. Srivastava, B.Sc., Patna. Mr. J. Tullis* B.Sc., M.I.E. & S., F.R.S.A., (Hony.) Principal, Bihar College of Engineering, Patna.
Provisional (5) *Southern Circle A.* All Districts in Madras north of Chittoor District and the Mysore and Sandur States.	Mr. Viswanath, M.Sc., D.I.C. (Lon.), M.I.E., Senior Regional Inspector, 4, Sehshadhari Road, Bangalore.
Provisional (6) *Southern Circle B.* All Districts in Madras south of north boundary of Chittoor district including South Kanara, the Province of Coorg and the Cochin, Travancore and Pudukkottai States.	Mr. M. V. Jagannatha Ayangar, M.E. (Hons.) A.M.S.E. Oriental Buildings, George Town, Madras. Mr. V. A. Choudary, B.Sc., M.A.I.E. Sundar Mahal, Peters Road, Cathedral Post, Madras. 2 to be appointed.
(7) *Western Circle.* Bombay and Western India States.	Mr. S. N. Roy, B.Sc. (Hon.) (Calcutta) Senior Regional Inspector, Bombay. (Assistant Regional Inspector Mr. J. H. Meredith, Bombay.)
(8) *Central Circle.* Delhi, Ajmer-Merwara and Rajputana States (except Gwalior). Central Provinces and Berar, Chhatisgarh and Central India States.	Mr. N. Bhattacharya, B.Sc., A.M.I.E., Senior Regional Inspector, Delhi. (Asstt. Regional Inspector Mr. L. E. Luck, A.M.I.P.E.). Major F. J. Cuerden, B.Sc. (Engg.) London C/o C. P. & Berar National Service Labour Tribunal Nagpur.

* Part-time.

Telegraphic addresses :—

Director of Publicity and Recruitment—"PUBREC", Simla.
Director of Training—"DICTRAIN", Simla.
Director of Supplies—"SUPINS", Calcutta.
All National Service Labour Tribunals—"LABTRIB" followed by name of Station.
All Senior Regional Inspectors—"SENREGINS", followed by name of Station.
All Regional Inspectors except Messrs. Cowie, Choudhary & Srivastava—"REGINS", followed by name of station.
Mr. J. G. Cowie—"INSPIND", Lahore.
Mr. V. A. Choudhary—"ADREGINS", Madras.
Mr. S. N. Srivastava—"ADREGINS", Patna.

§ Mr. S. L. Saksena will continue to be responsible for the N. W. Railway Workshops, Moghalpura until further orders.

* Part-time Regional Inspectors.

M370DofL—2,000—24-3-43—GIPS

W 291-42-26.

No.F.7-42/W- 3139/W

From

The Secretary to the Hon'ble
The Resident in Mysore.

To

The Chief Secretary to the
Government of His Highness
the Maharaja of Mysore.

Bangalore 2nd May April 1943

Technical Training Scheme.

Sir,

In continuation of my letter No.F.7-42/W, dated the 12th April 1943, I am directed to forward for information a copy of Directive No.13 dated the 16th April 1943, issued by the Government of India (Labour Department).

I have the honour to be,
Sir,
your most obedient servant,

for SECRETARY TO THE RESIDENT.

GOVERNMENT OF INDIA

DEPARTMENT OF LABOUR

TECHNICAL TRAINING SCHEME

DIRECTIVE No. 13

Dated Simla, the 16th April, 1943.

POLICY FOR 1943-44

During the past two years, the efforts of the Department of Labour and the many Institutions and Workshops which have joined the Training Scheme have been concentrated on turning out the largest number of trainees in the shortest possible time in order to meet the vital needs of the Services. These efforts have produced notable results and thanks are due to all who have made them possible. We cannot however afford to be complacent ; there is still much hard work ahead. The need for a quick outturn in large numbers has necessarily focused attention on quantity to the detriment of quality and caused the standard of training to be much lower than would have been the case had time been on our side. The time has now come when attention must be paid mainly to quality. The number of seats available at training centres is now sufficient to meet all foreseeable future demands, and our policy for the coming year will therefore be one of consolidation and improvement. The emphasis will be on *quality* and quality all the time. Regional Inspectors have instructions to do all in their power to raise the standard of training and Tribunals and Selection Committees are being asked to try and improve the quality of the trainee. Heads of Training Centres are invited to do everything they can to assist in giving effect to this policy and ensuring that it is successful. In future no special regard should be paid to the period of training though training should continue to be *intensive* and every trainee should be expected to pass out well within the maximum limit of twelve months. The sole criterion in deciding whether a trainee is fit to leave a training centre should be the standard of efficiency he has attained. As the first step in the programme to improve standards, it has been decided—

(i) to introduce a course of basic training for all new entrants destined for the metal working trades;

(ii) to discharge any existing trainees who for one reason or another are unlikely to make good tradesmen ;

(iii) to organise lecture classes for Instructors ;

(iv) to weed out inefficient instructors and improve the salaries and prospects of the instructional staff generally ; and

(v) to introduce a system of progress cards for all trainees.

Each of these points is dealt with in later paragraphs in this Directive. Arrangements are also being made to improve the arrangements for trade testing, to issue revised syllabuses of training containing detailed graded exercises, and to introduce a quarterly competition among training centres with Shields and Certificates of Merit for the winning centres.

I.—**Advances—Clothing.**—For the existing sub-paragraph of paragraph 7A (3) of the Training Manual, Part I, the following should be substituted :—

" If a trainee is transferred to an Indian Army, Royal Indian Navy or Indian Air Force unit or training centre or to a Civmil Centre before a clothing advance outstanding against him has been recovered, the balance so outstanding should be shown in the Last Pay Certificate (see appendix XXI) for recovery ".

As enrolled trainees at Civmil Centres are entitled to a free issue of clothing they will not henceforth be eligible for the clothing advance of Rs. 7-8-0 admissible under paragraph 7A (3) of the Training Manual, Part I. [*TRA-402* ; *M.G.O. Branch u.o. No. 04879/M.G.9-B (ii)*.]

II.—**Backward Trainees—Discharge of.**—Reference paragraph 12, Part I of the Training Manual, 1942

Reports have been received which indicate that there are trainees at various training centres who are either not up to the physical standard required or who have not the educational qualifications laid down for their trades. In view of the importance of improving the standard of training and the quality of our trainees, it is necessary that all trainees who are below standard should be discharged or down-graded without delay. If there is doubt about the physical fitness of any trainee, the Head of the centre should have him examined by the Medical Officer. Heads of training centres already have power to discharge trainees for medical unfitness and should use this power in the case of unenrolled trainees under advice to the Tribunal or local Selection Committee. In the case of enrolled trainees, particulars of unfit trainees should be reported to the Technical Recruiting Officer and his orders should be awaited. Trainees who are below standard educationally should, if possible, be transferred to a trade suited to their qualifications. If this is not possible, the Regional Inspector or in the case of enrolled trainees the Technical Recruiting Officer should be asked to order their discharge. If the Head of a centre considers that a trainee is suitable for one of the lower trades and has no vacancy in which he can absorb him, he may report the case to the Tribunal and suggest that the trainee be transferred to another centre where such vacancies exist. [*TRA—1345*].

III.—Basic Training—Introduction of, for New Entrants.—(1) In future every trainee allotted to a metal working trade should be given two months basic training in accordance with the syllabus given in Annexure I. The purpose of this training will be twofold—(*i*) to enable trainees who are never likely to make tradesmen to be discharged without loss of time, and (*ii*) to enable trainees who have shown aptitude to be allotted to a trade in which they are likely to do well.

(2) In view of the shortage of supplies, it is hoped that training centres will be able to provide the basic training by making use of the tools already supplied to them and save in exceptional circumstances no additional tools (other than ratchet braces) will be supplied to training centres which have already received tool kits for the following trades :—

fitters, electricians, electrical fitters, engine artificers, engine drivers and instrument mechanics.

Where for special reasons a training centre requires additional tools, it should apply to the Director of Supplies through the Regional Inspector concerned for a limited number of basic training tool kits. These will consist of the following :—

1 Vice (1 between 2).
1 Hammer.
1 Cold Chisel—$\frac{3}{4}$".
1 Cross Cut—$\frac{1}{4}$".
1 File—10"—Rough.
1 Rule—12".
1 Hacksaw Frame (1 between 4).
1 Ratchet Brace per 50 trainees.

Note.—Ratchet braces will be supplied on demand to all training centres with 50 or more trainees.

In addition to these items Tri-Squares and Callipers should be made at each centre and included in each kit.

(3) In order to give effect to the new scheme, Tribunals, Selection Committees and Recruiting Officers are being asked when posting candidates intended for the metal working trades to training centres, not to specify any particular trade, but merely to state that the recruit is intended for a metal working trade.

[*D. T. 5.*]

IV.—Certificates—Last Pay.—Reference paragraph XII of Directive No. 4, dated the 15th August, 1942. Considerable delay frequently occurs in the despatch of the Last Pay Certificates of enrolled trainees transferred to Army Training Centres or Army Units. In some cases they are not received till the men concerned are due for posting elsewhere and as this causes unnecessary correspondence and delay in settlement of the accounts of the men, Heads of training centres are requested to make a point of forwarding the Last Pay Certificate to the depot concerned immediately a trainee is transferred to an Army Unit or training centre. [*TRA-443/19.*]

V.—Clothing, Workshop.—Add the following to the list of firms given in paragraph 1 of Directive No. 5, dated the 15th August, 1942 :—

"4. The Indian War Supplies Syndicate, 790, Dariba Khurd, Delhi". [*TRA-402/304.*]

VI.—Instructors (Language or Education)—Appointment of.—(1) Considerable difficulty has been experienced in Army units in dealing with trainees who have no knowledge of Hindustani. It has therefore been decided that all non-Hindustani speaking trainees should be taught Hindustani of the type used in the Army. Instruction should be in colloquial only and the period of instruction should be limited to one hour a day. Heads of training centres are requested to communicate their requirements of instructors to the Regional Inspectors who are now authorised to sanction the appointment of Language or Education Instructors on the following scale :—

Up to 50 trainees ..	Part-time arrangements to be made at a cost not exceeding Rs. 1-8-0 per hour of instruction.	125-200 trainees ..	Two whole-time instructors.
		225-300 trainees ..	Three whole-time instructors.
		325-400 trainees ..	Four whole-time instructors.
		425-500 trainees ..	Five whole-time instructors.
51-100 trainees ..	One whole-time instructor.	525-600 trainees ..	Six whole-time instructors,

and so on.

(2) The scale of pay fixed for Language or Education Instructors is Rs. 50—5—70—7/8—100, and all new appointments will ordinarily be made on the minimum of the scale. In cases where the Regional Inspector considers the grant of advance increments justified on account of the qualifications and experience of the selected candidate, he may sanction provisionally the grant of up to three advance increments in the scale subject to the approval of the Labour Department.

(3) Separate instructors should not be appointed to teach Hindustani and English figures where these have to be taught. There should be one instructor to teach both.

[*TRA-448 ; F. D. u. o. No. 1200-W(S)/43 dated 8th April 1943.*]

VII.—Instructors (Technical)—Lecture Classes for.—Experience has shown that although there are well qualified men among the instructors at training centres, many of them have difficulty in imparting their knowledge to the trainees owing to lack of experience. Regional Inspectors have therefore been asked to arrange for courses of lectures to be given to all instructors for three hours each week. It is proposed that the classes should be held at all training centres with a sanctioned strength of 100 or more and that in areas where there are no such centres, the instructors should be sent in batches to one of the larger training centres for a short course of instruction. The classes should be held by Specialist Instructors, Superintendents of Training or Supervisor Instructors under the direction of the Heads of Centres. The details of scheme in each case should be settled in consultation with Regional Inspectors who are being supplied with sets of lectures. [*TRA-1346.*]

VIII.—Instructors (Technical)—Scales of and Power to Appoint.—In future, the number of trainees to an Instructor will be as indicated in the table below. Heads of training centres which are short of Instructors according to this table, should apply to the Regional Inspector for sanction to the additional appointments required.

Number of trainees to an Instructor in different trades.

1. Drillers, grinders, turners, machinists, millers	8—12
2. Draughtsmen (high grade), artificers of all classes, engine drivers (I. C. and Steam), toolmakers	10—12
3. Armature winders, blacksmiths, boilermakers, carpenters, electricians, electrical fitters, fitters, instrument mechanics, millwrights, motor mechanics, moulders, painters, pattern-makers, plumbers, riveters, surveyors, tin & copper smiths	12—16
4. Bricklayers, linemen, masons, upholsterers, wiremen, wireless operators, vulcanisers	16—20
5. Draughtsmen (elementary)	24
6. *Special trades*—	
(*a*) Roller drivers	2 to a roller with driver as Instructor.
(*b*) Welders (electric & oxy-acetylene)	4 to a machine with one Instructor.

Note.—The minimum numbers shown in items 1—4 are the ideal, but in view of the shortage of instructors, it may be necessary to work to the higher figures.

Supervisor Instructors.

One Supervisor to six classes in trades mentioned in items 1 and 2, and one to four classes in all other trades except roller drivers and welders where separate Supervisors will not ordinarily be appointed. Where the number of classes in one trade does not justify the appointment of a Supervisor in that trade only, a Supervisor may be appointed to deal with classes in two or more trades provided he has the necessary experience.

2. Regional Inspectors are empowered to appoint Instructors in all trades up to the limit indicated in the above table on the scales of pay and in conformity with the instructions given in paragraph IX of this Directive.

Note.—Training Centres which receive an all-in training fee and Railway training centres are not entitled to Instructors at the cost of the Central Government and Regional Inspectors have no power to sanction appointments at these centres.

[*TRA*-1090-*II*/17, *F. D. U. O. No.* 1178-*W*(*S*)/43, *dated 9th April* 1943.]

IX.—Instructors (Technical)—Standard Scales of Pay for.—With effect from the 1st April 1943, the following time-scales of pay will be applied to all whole-time instructional staff employed by the Central Government at training centres under the Technical Training Scheme :—

	Rs.
1. Assistant Instructors*	50—5—65.
2. Mistry Instructors†	70—10—120.
3. Wireless Operator, Draughtsman (high grade) and Surveyor Instructors	125—12—185.
4. Supervisor Instructors and Assistant Chief Instructors	135—12—195.
*Special Grades.**	
5. Senior Instructors (non-Mistry type)	100—10—150.
6. Superintendents of Workshops or Chief Instructors	200—20—300.

*These grades occur only in certain provinces.
†Includes Instructors in elementary drawing.

2. The compensatory allowances granted by Provincial Governments to their own staff at certain stations will not be admissible in addition to these scales but dearness allowance will be payable on the scales and to the extent sanctioned by the Central Government.

3. Regional Inspectors are empowered to re-fix the pay of existing Instructors in accordance with the following procedure :—

(*a*) Instructors drawing less than the minimum of the time-scale now sanctioned for their class may at the discretion of the Regional Inspector concerned be brought on to the minimum of the scale, the next increment to be admissible on the completion of one year's approved service in the scale ;

(*b*) Instructors whose pay corresponds to a stage in the time-scale below the maximum may at the discretion of the Regional Inspector concerned be given one increment with immediate effect provided they have completed six months' approved service ;

(*c*) In cases where the present pay of an Instructor does not correspond to a stage in the scale applicable to his class, the Instructor may at the discretion of the Regional Inspector concerned be allowed revised pay at the stage in the time-scale next above his present pay provided he has completed six months' approved service ;

(*d*) Ordinarily new Instructors should be appointed on the minima of the time-scales but in cases where in the opinion of the Regional Inspector the experience and qualifications of the candidate justify it, Regional Inspectors are authorised to allow up to three advance increments ; and

(*e*) Instructors promoted to act in a class above their own should automatically be allowed the minimum of the higher scale. If they are already drawing that rate or a higher rate, they will draw pay at the stage in the higher time-scale next above their pay in the lower scale.

4. Heads of centres are requested to examine the cases of their Instructors in the light of these orders and make their recommendations to the Regional Inspector concerned as early as possible. All improvements in pay are subject to efficiency, regular attendance and good conduct, and in making their recommendations, Heads of centres are requested to bear this in mind. *Instructors who have not proved satisfactory should be discharged and replaced by new men on the revised scales of pay.*

5. The orders contained in this Department letter No. TRA-1090 (1), dated the 19th March 1942 are superseded by these instructions.

Note.—All appointments under the Technical Training Scheme are temporary and terminable on one month's notice.

[*TRA-1090-II/17; F.D. u/o. No. 1178-W (S)/43, D/9-4-43.*]

X.—Leave, Casual—Grant of, to Trainees.—(1) In addition to the holidays and leave provided for in paragraph 8 (2) and (3), Part I of the Training Manual 1942, trainees may with effect from the 1st April 1943 be allowed one day's casual leave with full stipend in each calendar month during the period of their training. This leave may be accumulated, but trainees will not be permitted to prefix or affix it to the leave or leave-*cum*-joining time allowed to them at the end of their training.

(2) In consequence of the concession now granted, casual leave without stipend should be granted only on the ground of urgent domestic affairs.

(3) These instructions apply only to unenrolled or civil trainees.

[*TRA-186; F.D. u/o No. 1218-W (S)/43 D/ 9-4-1943*].

XI.—Mess Utensils—Replacement of.—Reference paragraph 7 (1) of the Training Manual and paragraph VII of Directive No. 11. No proposal will ordinarily be entertained for the replacement of mess utensils until the expiry of 5 years. [*TRA-1283/6; F.D. u/o. No. 875-W (S)/43, D/12-3-43.*]

XII.—Paper—Economy in use of.—Reference paragraph IV of Directive No. 7, dated the 15th October, 1942, and paragraph XIII of Directive No. 8, dated the 19th November, 1942. Certain Training centres are still sending their indents for Steel to the Director of Supplies, in duplicate, while some centres are using the form for single items. This involves waste of paper and as a measure of paper economy, it has been decided not to reprint Form TRD-416. Training centres desiring to indent on the Director of Supplies for steel, should do so on the smallest size of paper necessary, giving the types and quantities of steel required but no other information. [*TRA-4/2041.*]

XIII.—Pay and Stipends—Prompt Payment of, to Trainees.—It is important that the pay and stipends of trainees should be disbursed as soon after the 1st of every month as possible, and in any case not later than the 4th. Heads of centres are requested to ensure that bills are prepared well in time and submitted to the Treasury on the last working day of every month. If delay occurs for some reason or reasons beyond their control, the matter should be brought to the notice of the Labour Department through the Regional Inspector. [*TRA-58/349.*]

XIV.—Reports—Progress, on work of Trainees.—Many training centres already maintain a progress card for each trainee and as it is considered important that there should be a check on the work of all trainees, it has been decided that progress reports should be maintained in a standard form for trainees at all centres. Copies of the standard form of report are being sent to Regional Inspectors and they will supply them to training centres. The reports should accompany the trainees to their destination along with their other papers when they eventually pass out from training centres. [*TRA-1347.*]

XV.—Staff, Clerical—Time Scales of Pay for.—Add the following as item (3) under Central Provinces and Berar in the Appendix to Directive No. 10, dated the 21st January 1943. [*TRA-1090-I/30.*]

Clerks on Rs. 55 .. .. 50—2½—65

XVI.—Staff, Menial—Pay to be drawn on contingent Bills.—The pay of menial staff (e.g. Sweepers, Watermen, Chowkidars, etc.,) should be treated as contingent expenditure and drawn on 'contingent' and not on 'Establishment' bill forms. [*TRA-58/348.*]

XVII.—Steel—Indents for.—Indents for Steel required from the reserve stock in the following periods should be sent so as to reach the Director of Supplies, Technical Training Scheme, Calcutta, before the dates given below :—

Period.	Date.
Period III'43 (July to September)	30-4-43
Period IV'43 (October to December)	31-7-43
Period I'44 (January to March)	31-10-43

[*TRD-2069/14.*]

XVIII.—Stores and Equipment.—Reference paragraph II of Part III (Stores Guide) of the Training Manual. The following have been added to reserve stores and are available for supply to training centres on payment as consumable stores :—

(*i*) Alligator type Belt fasteners No. 25 suitable for belts 3/16″ to 9/32″ thickness.

(*ii*) Brass cuttings and defective sheets (mixed gauge) for tin and coppersmiths at 7 lbs. per trainee per month.

(*iii*) Carpenters oil stones and Carborandum combination stones.

(*iv*) (*a*) Cast Steel Figure Stamps ¼″ × 3/16″.
(*b*) Cast Steel Number Stamps ¼″ × 3/16″.

(*v*) Machine Saw Blades. 12″ × ¾″.
12″ × 1″.

(*vi*) Soft Solder—

(*a*) 25% tin, for Tin and Coppersmiths, @ 4 lbs. per trainee per quarter.

(*b*) 40% tin, for Electricians, @ 1 lb. per trainee per quarter.

2. Indents should be placed on the Director of Supplies, Technical Training Scheme, Calcutta, in the usual way. In indenting for item (*v*), Training Centres should specify their average consumption per 3 months, stating gauge and teeth per inch.

3. It has been reported that training centres do not always inform the Director of Supplies, Calcutta, of the receipt of machines and tools supplied by him or under his instructions. Such information is essential, and training centres are requested to report to the Director of Supplies without delay the receipt of all machines, equipment or stores. [*TRD-2070/54 and TRD-2069-11 and TRD 2027/19.*]

XIX.—Trainees—Enquiries about.—All queries from parents and guardians regarding the welfare of sons and wards at training centres should be replied to without delay by Heads of centres. If a trainee falls seriously ill, his next of kin should be informed by post or, if necessary, by wire. Expenditure of this nature should be met from the contingent grant.

[*TRA-I-117/209, F.D. U.O. No. 974W(S)/43, dated 19-3-43.*]

XX.—Trainees—Grant of Joining Time on Transfer.—Reference paragraph 4 (3) of the Training Manual, Part I. Trainees transferred from one centre to another should be allowed joining time on the following scale :—

3 days for preparation and
1 day for every 250 miles of journey by rail.

Full stipend and subsistence allowance at the rate of Re. 0-12-0 per day should be paid for the joining time, in addition to travelling allowance, before the trainee's departure.

[*TRA-I-1275/2, F.D. U.O. No. 896-10 (S)/43, dated 13-3-43.*]

XXI.—War Risks (Factories) Insurance Ordinance—Insurance of Training Centres under the.—Under section 5 (1) of the War Risks (Factories) Insurance Ordinance, 1942 (No. XII of 1942), all training centres which are factories within the meaning of section 2 (*j*) of the Indian Factories Act, 1934, must insure against War risks wherever the War Risks Insurance Scheme is in force. Property owned by the Crown is exempt from the operation of the Ordinance so that any machinery, tools, equipment and additions to buildings and workshops provided at the cost of Government need not be insured, but training centres which were factories before these additions were made must pay the cost of insurance without assistance from the Government.

2. Training centres which have been classed as 'factories' as defined in section 2 (*j*) of the Indian Factories Act on account of the installation of machinery or equipment supplied by Government under the terms of the Technical Training Scheme will be exempted from liability under the Ordinance. Requests for exemption should be submitted to the Labour Department through the Regional Inspector.

[*TRA-1271, F.D. U.O. No. 1285-WI/43, dated*]

CIVMIL PLAN

XXII.—Civmil Centres—Conversion into.—The following training centres have been converted into Civmil Centres :—

1. Sir Ali Murad Technical Institute, Khairpur Mirs ; 2. Shia Intermediate College, Lucknow ; 3. Government Wood Working Institute, Jullundur ; 4. Government Industrial School, Rohtak ; and 5. State Motor Garage, Jodhpur. [*TRB-I-917.*]

XXIII.—Clothing—Free issue of, to enrolled trainees.—In addition to the workshop clothing admissible under paragraph 7A (1) of the Training Manual, Part I, all enrolled trainees will on joining a Civmil centre be entitled to a free issue of the following articles of clothing, etc., the maintenance charges on which will be met by Government :—

(*i*) *All enrolled trainees.*

Shorts Mazri	Pairs.	2
Shirts Mazri		2
Socks worsted	Pairs	2
Shoes Canvas Brown	Pair	1
Blankets		1 (Summer and 1 additional for winter.)

(*ii*) *Enrolled trainees living in Civmil Hostels.*

Mosquito net	1
Poles for the net	4

2. The articles will be supplied to enrolled trainees residing in Civmil hostels by the Officers Commanding and at other Civmil centres by the Head of the centre.

3. The following procedure should be followed to obtain supplies :—

(*a*) *Indents.*—Clothing (giving sizes where applicable) should be demanded from the nearest Ordnance Depot or Arsenal by letter signed by the Officer Commanding, Civmil hostel, or by the Head of the Civmil centre where there is no Civmil hostel. A list of Ordnance Depots and Arsenals to whom indents should be sent is at Annexure II.

(*b*) *Accounting-Receipts and Issues.*—A simple ledger on the lines of the specimen folio shown at Annexure III should be maintained for all receipts and issues. In addition to this ledger Officers Commanding, Civmil hostels, or Heads of Civmil centres, as the case may be, should obtain the signature of the individual concerned for all issues made in a separate register to be maintained in the form appended (Annexure IV). Separate sheet should be used for each trainee.

(*c*) *Replacements.*—The following are the estimated periods of life of the clothing :—

Shorts Mazri	3 months.		Shoes Canvas Brown	3 months.	
Shirts Mazri	3	,,	Mosquito net	12	,,
Socks worsted	2	,,	Blankets	24	,,

Sufficient stocks should be kept to last for at least 3 months at all centres. Indents for replacements, when necessary, should be placed as directed at (*a*) above.

(*d*) (*i*) In order to guide Officers Commanding and Heads of Civmil centres in regard to the sizes of clothing for which indents should be placed by them, a copy of I. A. F. O.-1446 is attached (Annexure V).

(*ii*) All demands should clearly state whether the stores required are for initial issue to trainees or for replacements.

(*iii*) All part-worn items of clothing withdrawn from individuals under discharge should be returned to the Ordnance Depot or Arsenal from which the supply was received.

(*iv*) Poles for mosquito nets should be purchased locally at prevailing market rates, with the prior concurrence of the Chief Ordnance Officer of the Ordnance Establishment concerned.

[*TRA-402—M. G. O. Branch U. O. No. 04879/M. G. 9-B (ii).*]

TECHNICAL NOTES

In order to save paper, " Technical Notes " by the Director of Training will in future be printed separately from the Directive and sent only to Heads of training centres and Regional Inspectors.

N. C. SHRIVASTAVA,
Under Secretary to the Government of India.

To

All Heads of Training Centres (with one spare copy).

Copy forwarded for information to Posts and Air Department (with 2 spare copies) ; Political Department (with 45 spare copies) ; War Department (with 15 spare copies) ; Adjutant General's Branch, General Headquarters, New Delhi (with 270 spare copies) ; M. G. O.'s Branch, General Headquarters, New Delhi (with 15 spare copies) ; Railway Department (Railway Board) (with 2 spare copies) ; Director of Civil Aviation in India (with 5 spare copies) ; and Director of Factory Recruitment, 30, Park Street, Calcutta (with 2 spare copies).

N. C. KUPPUSWAMI,
for *Under Secretary to the Government of India.*

Copy, with 50 spare copies, forwarded to the Finance Department, for information and communication. to all Accountants General and Comptrollers.

N. C. KUPPUSWAMI,
for *Under Secretary to the Government of India.*

Copy forwarded for information to :—

(*i*) *All Chairmen of National Service Labour Tribunals ; (*ii*) *all Regional Inspectors of Technical Training ; (*iii*) †General Managers, East Indian, North Western, B. B. & C. I., Great Indian Peninsula, Bengal and Assam, Oudh & Tirhoot, Mysore State and H. E. H. the Nizam's State Railways ; and (*iv*) †Agents and General Managers, Bengal Nagpur, and Central India, Madras and Southern Mahratta, South Indian, Barsi Light and Dibru-Sadiya Railways ; (*v*) †Electrical and Mechanical Engineer, Bikaner ; (*vi*) †Manager and Engineer-in-Chief, Gaekwar's Baroda State Railway, Baroda ; (*vii*) †Manager, Jodhpur Railway, Jodhpur ; (*viii*) The Manager, Bhavnagar State ; (*ix*) *The Dewan, Bhavnagar State ; (*x*) †The Manager, Bikaner State Railway, Bikaner ; and (*xi*) †The General Manager, Jaipur State Railway, Jaipur.

N. C. KUPPUSWAMI,
for *Under Secretary to the Government of India.*

Copy, with 2 spare copies, forwarded for information, to the Auditor General of India, Director of Railway Audit ; the Chief Auditors and Government Examiners of Accounts, Bengal Nagpur, and South Indian Railways ; Financial Adviser and Chief Accounts Officer, O. & T. Railway, Gorakhpur ; Chief Auditor, O. & T. Railway, Gorakhpur ; and Chief Auditor and Accountant and Government Examiner of Accounts, Madras and Southern Mahratta Railway ; and (Financial Adviser and Chief Accounts Officer) and Chief Auditors, East Indian, Great Indian Peninsula, Bengal and Assam, North Western and Bombay, Baroda and Central India Railways ; Auditor of Accounts, Jodhpur Railway, Jodhpur, and Auditor of Accounts, Bikaner State Railway, Bikaner.

Copy, with 2 spare copies, also forwarded to the Financial Adviser, Military Finance and the Military Accountant General.

N. C. KUPPUSWAMI,
for *Under Secretary to the Government of India.*

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* With three spare copies.

†With 10 spare copies to the B., B. & C. I. Railway, 7 to the O. & T. Railway, 18 to the G. I. P. Railway, 5 to the Bengal Nagpur, Jodhpur, and Jaipur Railways and 3 to the rest.

ANNEXURE I

SYLLABUS

For All Metal Workers Trades

Hours	*Mostly Theory*	
12	(1) Rule Reading	.. ½ hour per day for 1 month.
8	(2) Tools and for what used	.. ½ hour per day for 16 days.
6	(3) Maintenance of hand tools	.. ½ hour per day for 12 days.
5	(4) Manipulation of tools and correct methods of use, including calliper setting	.. Lecture ½ hour daily for ten days.
48	(5) Language—Hindustani plus English letters and figures	.. 1 hour per day.
24	(6) Workshop Arithmetic	.. ½ hour daily.
8	(7) Drawing leading up to reading of drawings ..	.. 1 hour a week.
1	(8) Cleanliness and Workshop Discipline	.. ½ hour twice.
2	(9) Safety Precautions	.. ½ hour four times.
6	(10) Materials and their uses	.. ½ hour daily for 12 days.
120		
	Practical.	
50	(1) Chipping.	
100	(2) Filing.	
5	(3) Sawing.	
20	(4) Marking off.	
25	(5) Drilling—Ratchet Braces to be supplied.	
200		
Total 320	Two months training.	

ANNEXURE II

Civmil Centres located at :—	Ordnance Depot or Arsenal with which indents should be placed.
1. Bangalore, Trivandrum, Bombay, Dhulia, Coimbatore, Madras, Poona, Cuttack, Anantapur, Hindupur, Surat, Ratnagiri, Akola, Baroda, Bhavnagar, Mhow, Dehra Dun, Gwalior and Guntur	Kirkee Arsenal.
2. Karachi	Quetta Arsenal.
3. Dacca, Vishnupur, Madura, Allahabad, Bareilly, Sylhet, Lucknow, Ballygunge, Nagpur, Patna, Jodhpur, Roorkee, Jorhat, Hooghly, Calcutta, Narayanganj, Jamshedpur, Dehri-on-Sone, Gorakhpur, Bulandshahr, Ahmedabad and Delhi	Allahabad Arsenal.
4. Sialkot, Ferozepur, Moghalpura, Lahore	Lahore Depot.
5. Peshawar	Rawalpindi Arsenal.

ANNEXURE III.—(SEPARATE SHEET FOR EACH ITEM)

Name of article.—Shirts Mazri.

Voucher No. date.	Received from Issued to	Receipts. Serviceable.	Receipts. Part worn.	Receipts. Unserviceable.	Issues. Serviceable.	Issues. Part worn.	Issues. Unserviceable.	Balance. Serviceable.	Balance. Part worn.	Balance. Unserviceable.
C/0/1 1/12	Rawalpindi Arsenal ..	100	..	..	..	..	..	100	..	..
4/12	New Trainees	..	..	..	50	..	..	50	..	..
7/12	Trainees discharged ..	..	40	..	..	..	..	50	40	..
8/12	Rawalpindi Arsenal ..	..	..	..	..	..	40	50	..	..

ANNEXURE IV.—Name of Trainee.—E. Brown

Date.	Shorts Mazri Prs.	Shirts Mazri	Socks worsted Prs.	Shoes canvas prs.	Nets Mosquito.	Blankets Barrack					Signature.
4-12-42	2	2	2								E. Brown 4-12-42.
7-12-42				1							E. Brown 7-12-42.
20-12-42					1	2					

ANNEXURE V.—Size Scale (Short Mazri)

Size.	Measurements of Man. Height. Ft. Ins.	Waist. Ins.	Breech. Ins.
01	5 1 to 5 2	27—28	33—34
2	5 3	29—30	35—36
3	to	30—31	36—37
3A	5 4	31—32	37—38
5	5 5	29—30	35—36
6	to	30—31	37—38
6A	5 6	32—33	39—40
8	5 7	30—31	37—38
9	to	32—33	39—40
9A	5 8	34—35	41—42
11	5 9	31—32	38—39
12	to	33—34	40—41
12A	5 10	35—36	42—43
12B		37—38	44—45
14	5 11	32—33	39—40
15	to	34—35	41—42
15A	6 0	36—37	43—44
15B		38—39	45—46
17	6 1	33—34	41—42
18	to	35—36	43—44
18A	6 2	39—40	47—48

Size Scale (Shirts Mazri)

Size. Indian.	Home (approx.).	Height. Man. Ft. Ins.	Breast of Ins.	Shirt. Ins.	Sleeve length from centre of back at bottom of yoke. Ins.	Cuff when buttoned. Ins.
1	1 & 2	5 3 to 5 5	34—37	43	30	9½
2	3 & 4	5 6 to 5 8	35—39	45	32	10
3	5 & 6	5 9 to 6 0	37—41	49	34	10½
4	7	6 1 to 6 2	39—43	52	36	11

Note.—Shirts made to the revised scale are marked with letters " N.S. " above the size number for identification.

Size Scale (Socks Worsted)

Length of foot. Ins.	Size No. Boys.
19	0
10	1
10½	2
11	3
11½	4

M15DofL—?,000—16-4-43—GIPS

W 291-42-27 3219

No.F.7-42/W. End./. W

From

The Secretary to the Hon'ble the Resident in Mysore.

To

The Chief Secretary to the Government of His Highness the Maharaja of Mysore, Bangalore.

WOR

13.

Bangalore 13th May 1943.

Technical Training Scheme.

3139

Sir,

In continuation of letter from this Residency No.F.7-42/W, dated the 20th March 1943, I am directed to forward for information a copy of a memorandum from the Government of India (Department of Labour) No.TRA-I-39-XIV, dated the 17th April 1943, with enclosure.

I have the honour to be,
Sir,
Your most obedient servant,

for SECRETARY TO THE RESIDENT.

AF.

GOVERNMENT OF INDIA.
DEPARTMENT OF LABOUR.

No.TRA-I-39-XIV. Simla, the 17th April 1943.

MEMO.

Reference para 2 of this Department Memo.No.TRA-I-39, dated the 1st March 1943. The Government of India have decided that the existing Southern Circle should be split into two circles, namely Southern Circle I and Southern Circle II. The former will be under the supervisory charge of Mr.A.Viswanath, whose headquarters will be at Madras and who will be assisted by two Regional Inspectors with headquarters at Bangalore and Coimbatore. Southern Circle II will be under the supervisory charge of Mr.L.V. Jagannathan whose headquarters will be at Trichinopoly and who will be assisted by Mr.V.A.Choudary, Regional Inspector, with headquarters at Bezwada. The revised distribution of charges of Regional Inspectors for the two new circles is given in the appended statement.

2. Till the second new Regional Inspector is appointed for the Southern Circle I, Mr.G.Whalley, Assistant R.I., Madras, will assist the Senior Regional Inspector ? to manage the whole circle.

Sd. x x x x x
Deputy Secretary.

Revised distribution of charges of Regional Inspectors for Southern Circles Nos. I and II.

Name of Circle.	Regional Inspectors.	Assistant R.Is
Southern Circle I.		
Madras City (except Ramakrishna Mission Industrial School, Mylapore). Madras Training Centre, Anantapur.	Mr.A.Viswanath,(S.R.I.) (headquarters - Madras).	Mr.G.Whalley (headquarters Madras.
Coimbatore, Salem, Malabar, and South Kanara Dists. and Cochin State.	B.E.Peters.(headquarters- Coimbatore.)	Chittoor

(First page continued)...

Chittoor, Cuddapah and Chinglepet Districts, Mysore State, Ramakrishna Mission Industrial School, Mylapore, Cannon Dunkerly and Co., Madras, and Aviation Sub-divisions as separately allotted.	R.I./to be appointed/ (headquarters - Bangalore.)

. . .

SOUTHERN CIRCLE-II.

Pudukkotah & Travancore States, Tanjore, Trichinopoly & Madura Districts, Aviation Sub-divisions as separately alloted.	Mr.M.V.Jagannatnan (S.R.I.) (headquarters - Trichinopoly.)
Vizagapatam, East Godavary, West Godavary, Kistna, Guntur and Bellary and Kumool Districts.	Mr.V.A. Choudary, (R.I.) (headquarters - Bezwada).

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c o p y

map.

W 291-42-28. 3228 W.

OFFICE OF THE HON'BLE THE RESIDENT IN MYSORE.

Bangalore /3 May 1943.

No.F.7-42/W. Encl 1. 6364

A copy of the undermentioned paper is forwarded to the Chief Secretary to the Government of His Highness the Maharaja of Mysore, Bangalore, for information, in continuation of endorsement from this Residency No.F.7-42/W dated the 23rd March 1943.

5155

By order, etc.,

for SECRETARY TO THE RESIDENT.

Memorandum from the Government of India (Department of Labour), to the General Manager, Government Electric Factory, Bangalore City, No.TR(B-II)-296, dated the 21st April 1943.

The previous letter (Diary No 5155) has been transferred to War Section on 29/3/43 this may be sent there in continuation

War Section)

...RTMENT OF LABOUR

No. TR(B-II)-296. Dated Simla, the 9th April '43

M E M O.

Reference your letter No. W.T.8561, dated the 25th March 1943. The orders conveyed to you in this Department Memo. No. TR(B-II)-296(1), dt. 13-3-43, sanctioning the grant of an advance of Rs. 125/- to Mr. N.R. Suryanarayana Rao, Junior Instructor, Government Electric Factory, for the purchase of a bicycle, are hereby cancelled.

S.C. Jerath.
Assistant Secretary.

To

The General Manager,
Govt. Electric Factory,
Bangalore City.

Copy to :-

(1) Mr. A.Viswanath, S.R.I., S.C., w.r. to his endorsement No. SRI/B/565, dt. 1-4-1943.
(2) The Hon'ble the Resident in Mysore (with 1 s.c.)
(3) Political Department.
(4) F.D. (with 1 s.c. for communication to A.G., Madras).

P.N.Sharma.

for Assistant Secretary.

17/4/43.

W291-42-29.
No.F.7-42/..

From

The Secretary to the Hon'ble the Resident in Mysore.

To

The Chief Secretary to the Government of His Highness the Maharaja of Mysore.

Bangalore, the June 1943.

Technical Training Scheme.

Sir,

In continuation of letter from this Residency No.F.7-42/.., dated the 3rd May 1943, I am directed to forward for information a copy of Directive No.14 dated the 17th May 1943, issued by the Government of India (Labour Department).

I have the honour to be,
Sir,
Your most obedient servant,

CHIEF SECRETARY. 13 JUN 1943 OF MYSORE

SECRETARY TO THE RESIDENT.

GOVERNMENT OF INDIA

DEPARTMENT OF LABOUR

TECHNICAL TRAINING SCHEME

DIRECTIVE No. 14

Dated Simla, the 17th May 1943

I.—Basic Training.—Reference paragraph III of Directive No. 13, dated the 16th April 1943. Some doubt appears to exist as to the scale on which tools required for basic training should be asked for. The necessary tools other than Ratchet Braces are already in possession of centres where Fitters, Electricians, Electrical Fitters, Engine Artificers, Engine Drivers and Instrument Mechanics are being trained. Extra tools (except Ratchet Braces) will not therefore be supplied in respect of these trades.

At centres where Armature Winders, Blacksmiths, Boiler-makers, Draughtsmen (Mechanical), Drillers, Grinders, Machinists, Millers, Moulders, Plumbers, Riveters, Tin and Coppersmiths, Turners, Welders (Electric) and Welders (Oxy-acetylene) are being trained, extra tools will be required, but demands for basic training tool kits should be limited to 1/4th of the number of seats sanctioned in these trades where only one shift is in operation, or to 1/8th of the number of seats sanctioned where two shifts are in operation.

2. It has been reported that if candidates intended for metal working trades are not allotted to a particular trade at the time of selection, Selection Committees and other recruiting authorities will have difficulty in maintaining the required educational standards. It has therefore been decided that Selection Committees and Recruiting Officers will continue to allot candidates to a trade but that the allotment will be regarded as provisional and the final decision will rest with the Head of the centre on the completion of the basic training period. [*D. T.* 5]

II.—Clothing—Workshop.—Reference paragraph III of Directive No. 10, dated the 21st January 1943. The life of overalls and boiler suits has been refixed at three months. New clothing should not, however, be issued to a trainee by way of replacement unless he is likely to remain at the training centre for a further period of at least one month.

2. Add the following to the list of the firms given in paragraph 1 of Directive No. 5, dated the 15th August 1942 :—

"5. M/s Kanhaiya Lal Hanuman Das,
Cloth Merchants, Alihagar, Gorakhpur."

[*TRA*-402; *F. D. u. o. No.* 1455-*W.* (*S.*)/43, *dated* 30*th April* 1943]

III.—Foodstuffs—Advances for the purchase of—Civil Training Centres.—The following orders are issued in supersession of those contained in para. VI of Directive No. 10 of 21st January 1943 :—

(1) Heads of training centres at which there are hostels are authorised to draw a special permanent advance calculated at the rate of Rs. 20 per hostel seat for the purchase of foodstuffs in bulk for issue to trainees' messes. All expenditure from this advance should be recouped each month from the stipends of the trainees at the time of payment.

(2) At training centres where there are no hostels or where the hostel accommodation provided is insufficient, Heads of training centres are advised to open grain shops for the supply of foodstuffs to the trainees. Where such shops are opened, the Heads of the centres are authorised to draw a permanent advance of Rs. 20 per trainee in order to stock the shops with grain and other commodities and to purchase scales, grain receptacles, cash box and padlock for the shop at a cost not exceeding Rs. 150 without reference to the Labour Department.

(3) As a general rule arrangements should be made for grain shops to be managed by members of the existing staff. Where, however, this is not possible, Regional Inspectors are empowered to sanction additional staff up to the financial limits shown below :—

Number of persons to be served by shop.	Monthly permissible cost.
Up to 100	Rs. 30
101—200	Rs. 60
201—400	Rs. 75
401—600	Rs. 90
601 and above	Rs. 100

(4) Purchases from the shops should either be in cash or on vouchers signed by the trainees. In the latter case the expenditure of each trainee should be limited to Rs. 15 per month and the amount due from each trainee should be recovered from his stipend at the time of payment. Grain shops are not permitted to stock more than one month's requirements at a time.

(5) At training centres where members of the staff, whether instructional, clerical or inferior, are finding it difficult to secure food supplies, Heads of training centres may draw grain advances in respect of the staff as well as the trainees and apply either of the schemes outlined in paragraphs (1) and (2) to the staff also.

(6) As far as possible all bulk purchases of foodstuffs should be made in consultation with the local District authorities.

NOTE.—Special orders have been issued with regard to the supply of foodstuffs to training centres in the Province of Bengal. Those orders will remain in force up to the end of the sanctioned period without modification, and the orders issued in this Directive should be regarded as supplementary to them.

[*TRD*-1099 ; *F. D. u. o. No.* 1628-*W* (*S*)/43, *dated* 13*th May* 1943.]

IV.—Hostels and Messing Charges—Recovery of, from absconders.—Hostel and messing charges due from absconding trainees should be recovered in accordance with the procedure laid down in paragraph VII of Directive No. 8, dated the 19th November 1942.

[*TRA*-273/151; *F. D. u. o. No. D.*/1614-*W.* (*S.*), *dated* 13*th May* 1943.]

V.—Instructors (Language or Education).—Reference paragraph VI of Directive No. 13, dated the 16th April 1943. In sanctioning the appointment of Language or Education Instructors, Regional Inspectors should bear in mind that at training centres in Urdu speaking areas a considerably smaller number of Education Instructors will be required than at centres in Provinces such as Bengal and Madras. The appointment of such Instructors should be sanctioned strictly in accordance with the actual numbers of trainees who require language instruction.

VI.—Instructors (Technical)—Grant of Increments to.—In order to qualify for the grant of increments under the new scales of pay, instructors should satisfy the following conditions :—

Mistry Instructors—

(1) should be thoroughly competent in their trades ;
(2) should be able to instruct in the use of all measuring instruments used by their trades ;
(3) should be able to read and work to drawings ;
(4) should be able to instruct their classes in theory up to the standard of lectures supplied ;
(5) should see that the trainees' progress cards are maintained and kept up to date ; and
(6) should be conscientious in the performance of their duties.

NOTE.—A conscientious instructor should—

(a) know all the boys for whom he is responsible provided they have been at work for 2 or more weeks ;
(b) know what work each boy has so far carried out ;
(c) ensure that all the tools in use by his class are properly maintained ; and
(d) possess sufficient power of control to ensure that he is respected by the trainees and that they carry out his instructions.

Supervisor Instructors—

(*i*) should have instructors classes for 3 hours a week in effective operation ;
(*ii*) should command the respect of all the instructors under them ;
(*iii*) should have good programmes in operation ; and
(*iv*) should have all the instructors and trainees for whom they are responsible on their toes.

VII.—Instructors (Technical)—Scales of.—Reference paragraph VIII of Directive No. 13, dated the 16th April 1943. Add the words " for every 8 trainees " after the word " Instructor " occurring in the entry against item 6 (*b*) " Welders ".

The existing note should be numbered as (1) and the following added as note (2) :—

"NOTE 2.—As trainees other than Draughtsman trainees require only one hour's instruction per week in drawing not more than one instructor in elementary drawing should be sanctioned by a Regional Inspector at any training centre for trades other than drawing without reference to the Department of Labour."

[*TRA*-1090-*II.*]

VIII.—Machine Tools—Numbers to work on.—Under existing orders not more than two trainees are permitted to work on a machine tool at a time. During recent inspections, however, it has been noticed that in many cases there have been more than two trainees to a machine. As part of the programme to improve standards, it has now been decided that in future at training centres which have been supplied with machine tools at the cost of the Central Government there should not be more than 9 trainees to a battery of 6 machines, or 10 trainees to a battery of 7 machines. In no circumstances should supernumeraries be allowed to join the classes for Turners and Machinists. They should continue their basic training until regular vacancies occur.

2. This decision will mean that there will be a reduction in the number of sanctioned seats for Turners and Machinists at all centres to which machine tools have been supplied by the Labour Department and Heads of training centres are requested to inform Regional Inspectors as early as possible to what extent the number of sanctioned seats will be reduced so that they may obtain revised sanctions from the Labour Department.

IX.—Messing Grant—Payment of, to Training Centres.—In view of the prevailing difficulty in securing food supplies and in order to encourage trainees to run joint messes and ensure that they get sufficient food it has been decided that with effect from the 1st May 1943 a messing grant of Rs. 1-8-0 per head per month should be made in respect of all civil trainees at training centres where messes are being run. Heads of training centres should draw the grant in the usual way and place the amount at the disposal of the mess contractor, if there is one, or the Hostel Superintendent or Welfare Officer, if the messing is arranged by the trainees themselves. The grant is intended primarily to cover the pay of cooks, kitchen boys, cost of marketing, etc., but may also be used to supplement the normal food supplies of the messes. The grant is debitable to the Head " 64—Miscellaneous expenditure connected with the war—1939-H., Scheme for the training of skilled artisans." [*TRA*-1276 ; *F. D. u. o. No.* 1371-*W* (*S*)/43, *dated* 26*th April* 1943.]

X.—Powers—Delegation of, to Regional Inspectors.—Reference paragraph I (2) of Labour Department Memo. No. TRA-I-1077 (1), dated the 6th March 1943. Regional Inspectors are empowered to sanction petty contingent expenditure up to Rs. 5 per month per centre in the case of training centres which receive training fees from the Central Government.

[*TRA—I-1077; F. D. u.-o. No.* 1540-*W* (*S*)/43, *dated 6th May* 1943.]

XI.—Quarterly Competition.—(1) With a view to improve the standard of training under the Technical Training Scheme and foster a spirit of healthy rivalry between training centres, it has been decided to inaugurate a quarterly competition, and the Hon'ble Dr. B. R. Ambedkar, Member-in-Charge, Department of Labour, has very kindly donated a shield for the purpose.

The competition will be called the "Ambedkar" Challenge Shield Competition and the following rules and conditions will govern the competition:—

(*i*) The competition will be held quarterly and entry will be restricted to trainees who have been under training for at least three and not more than six months.

(*ii*) The Director of Training will have a drawing of the competition test piece prepared for each competition, and arrange for copies of this drawing to be despatched in a sealed cover so as to reach all training centres by the first day of each competition month, *i.e.*, June, September, December and March.

(*iii*) Heads of training centres will open the sealed cover on the second day of each competition month and arrange for trainees who wish to enter the competition to prepare test pieces in accordance with the Drawing.

(*iv*) The head of each training centre will select the best test piece from his centre and despatch it not later than the 10th day of the competition month to the Regional Inspector of his Circle. Test pieces posted after the due date will not be considered for the competition. The dates of posting will be verified by postal receipts and the postmarks on the parcels.

(*v*) Each test piece must be accompanied by a certificate by the head of the training centre in the prescribed form (Annexure I), testifying that the test piece was made solely by the competitor trainee whose name and number it bears and that he used only the specified tools. The time taken by the trainee in completing the test piece must also be stated in the certificate.

(*vi*) The Regional Inspector will carefully examine all the test pieces received and award marks to each test piece as follows: Accuracy, 100; Finish, 50; Time taken, 35; Period of training of the competitor, 15.

(*vii*) Each Regional Inspector will select the best three test pieces received from centres in his Circle and despatch them to the Director of Training, Simla, not later than the 15th day of the competition month.

(*viii*) The Director of Training will examine the test-pieces received from Regional Inspectors and will select the winning piece. The name of the prize-winner along with the name of the centre to which he belongs will be notified in the following Monthly Directive.

(*ix*) A cash prize of Rs. 10 and a certificate of merit will be awarded to the successful competitor and the challenge shield along with a duplicate copy of the certificate of merit will be sent to the centre to which the prize-winner belongs. Winning centres will retain permanently the duplicate copy of the certificate of merit as a mark of distinction.

(*x*) The head of each training centre which wins the challenge shield will arrange to have the name of the winner as well as that of the centre engraved on the appropriate plaque on the shield.

(*xi*) No trainee who has won the prize in one competition will be eligible to compete in further competitions.

(*xii*) No training centre will be entitled to retain the shield for more than two terms in succession.

(*xiii*) Within one week of the notification of the result of each competition, the head of the training centre holding the shield shall despatch it to the new winning centre.

(*xiv*) The head of the training centre holding the shield for the time being, will be responsible for its safe custody.

(*xv*) The shield will be insured by the Labour Department.

(*xvi*) The decision of the Director of Training on all points connected with the competition will be final and no correspondence will be entered into regarding the result of any competition.

(2) The material required for the first Competition will be $3\frac{1}{2}'' \times 2\frac{1}{2}'' \times \frac{1}{4}''$ mild steel for each test piece. Heads of centres are requested to make provision to enable all Fitters and allied trainees with between 3 and 6 months' training to take part in the Competition. [*D.T.* 12.]

XII.—Regional Inspectors—Appointment of.—The following appointments were made with effect from the dates noted against each:—

Name.	*Appointed as*	*Date of appointment*
1. Mr. M. V. Jagannathan, L.M.E. (Hons.), A.M.S.E.	Senior Regional Inspector, Southern Circle II	27-4-43
2. Mr. H. B. Adams, M.B.E., M.I.Loco.E., A.M.I. MECH.E., A.I.E.E., Divisional Electrical Engineer, N. W. Railway Workshops, Moghalpura.	Regional Inspector, for N. W. Railway Workshops Training Centre, Moghalpura.	15-2-43
3. Captain E. Francis, R.E.M.E., Director, Instrument Mechanics Training Centre, Hindpur, Madras.	Honorary Regional Inspector, for Instrument Mechanics Training Centre, Hindpur, Madras.	30-3-43
4. Mr. S. R. Sengupta, B.Sc., PH.D. Glasgow, A.M.I.E. (Ind.)	Regional Inspector, Eastern Circle *vice* Dr. A. H. Pandya.	2-4-43
5. Mr. R. G. P. S. Fairbairn, B.Sc. Glasgow, Dipl. R.I.C. (Glasgow), A.M.I.MECH.E.	Honorary Regional Inspector for Bengal Engineering College Training Centre, Sibpur.	2-4-43
6. Mr. J. E. Peters	Regional Inspector, Southern Circle I,	17-4-43

XIII.—Regional Inspectors, Change of Headquarters of.—The headquarters of the following Regional Inspectors have been shifted to the places noted against their names :—

	From	*To*
Mr. A. Viswanath, Senior Regional Inspector, Southern Circle I ..	Bangalore ..	11/31, Eldam's Road, Teynampet post, Madras.
Captain B. Chatterjee, Regional Inspector, North Eastern Circle ..	Benares	Lucknow.
Mr. V. A. Choudary, Regional Inspector, Southern Circle II ..	Madras ..	Bezwada.

XIV.—Sports Grant.—Reference paragraph 10 (7) of the Training Manual, 1942. Some training centres are not taking full advantage of the sports grant of annas four per trainee per mensem and are allowing unspent balances to a cumulate from month to month. Government attaches great importance to the improvement of the health of trainees and is anxious that they should be encouraged to play outdoor games. The grant should be used not only to buy games equipment of all descriptions, but also to meet expenditure on matches, repairs to play-grounds, and other recreational amenities. Regional Inspectors should see during their inspections that the grant is being fully utilised. It is not necessary that unspent balances from the grant should be refunded at the end of every month. They may be carried forward and used in subsequent months. [*TR (B-II)*-92/118 ; *F. D. u. o. No.* 1558-*W (S)*/43, *dated 7th May* 1943.]

XV.—Stores and Equipment.—Reference paragraph II of part III (Stores Guide) of the Training Manual. The following have been added to reserve stocks and are available for supply to training centres on payment as consumable stores :—

Brass Nutted Double Plane (Carpenters) Irons (Cast Steel) : Width—2", 2¼", 2½". [*TRD*-2070/7.]

XVI.—Technical Training Scheme—Communications to the Labour Department regarding.—Reference paragraph VI of Directive No. 8, dated the 19th November 1942. Communications on purely technical matters should be addressed to the Director of Training, Technical Training Scheme, Department of Labour, Simla. The Deputy Director should be addressed only in reply to letters issued by him. Copies of letters addressed to the Director of Training need not be sent to the Labour Department separately. Other communications should continue to be addressed as usual to the Under Secretary to the Government of India, Department of Labour, Council Chamber, Simla. Routine correspondence including returns and reports should not be addressed to any officer by name.

XVII.—Trainees—Discharge of, on medical grounds.—Paragraphs II of Directives Nos. 12 and 13 stress the importance of *all* trainees under the Technical Training Scheme conforming to the physical requirements prescribed for Army recruits. The instructions in paragraph XVIII of Directive No. 8, should accordingly be treated as cancelled. [*TR A-I*-117.]

XVIII.—Travelling and Subsistence Allowance.—Reference paragraph VI of Directive No. 12, dated the 20th March 1943. The sub-paragraph of paragraph 2 (4) of the Training Manual 1942 should be amended so as to read as follows :—

> "If a trainee is required to go for medical examination to a place at a distance of more than five miles from the training centre, he may be granted travelling allowance at the rate of single third class fare to and from the training centre *plus* one anna per mile for road journeys *plus* subsistence allowance at annas 12 per day for the period of the journey."

[*TR A*-1288/13 *F. D. u. o. No.* 1471-*W (S)*/43, *dated 30th April 1943.*]

XIX.—Corrigendum.—In annexure II to Directive No. 12, dated the 20th March 1943 the qualifications of Captain B. Chatterjee, Regional Inspector, North Eastern Circle, should read "A.M.I.A.E., Mem. A.S.M.E., M.S.E."

2. In the same Annexure, the letters "A.M.I.Mech.E." against Mr. S. Hunt, Assistant Regional Inspector, Eastern Circle, Calcutta, should be omitted.

CIVMIL PLAN

XX.—Antecedents—Verification of.—Reference Para. XIII (2) of Directive No. 11, dated 14th February 1943. If the verification roll of an enrolled trainee at a Civmil Centre without a Civmil hostel contains an adverse report, the Chairman of the Tribunal should forward it to the T. R. O. concerned instead of to the Head of the Civmil Centre. Verification rolls of trainees not adversely reported upon should continue to be forwarded to the Heads of Civmil Centres.

[*TRA-I-411-IV* : *A. G's. Branch u/o No. B/74133/A. G. 2 (b-2), D/5-5-43.*]

XXI.—Civmil Hostels—Physical Training Instructors and Education and Language Instructors at.—In modification of paragraph 14, Part II of Appendix A to Directive No. 9, dated the 15th December 1942, and paragraph XVII (2) of the same Directive in so far as it relates to Education Instructors, it has been decided in consultation with the Adjutant General's Branch of General Headquarters that like other instructional staff Education and language Instructors will be under the control of the Head of the training centre. Heads of centres should, however, fix the time and hours to be devoted to general instruction in consultation with the Officers Commanding. Physical Training Instructors will continue to be under the orders of the Officers Commanding, Civmil Hostels. [*TR A*-411-VIII/129.]

XXII.—Deserters—Apprehension of Enrolled.—Reference paragraph XV of Directive No. 11, dated the 14th February 1943. In certain cases enrolled trainees have been detailed to escort apprehended deserter trainees. Arrangements for escorting apprehended enrolled trainee deserters are made by the military authorities appointed to deal with the discipline of enrolled trainees and in no case should trainees be allowed to leave their centres on escort duties. The necessary instructions have been issued to the military authorities by the Adjutant General in India.

2. Heads of training centres should not resume any payment to enrolled deserters brought back to their centres without the authority of the military officer appointed to deal with the discipline of enrolled trainees.

[*TRA*-1189; *A. G.'s Branch letter No.* 25626/*A. G.* 2 (*b*-2), *dated the* 22*nd March* 1943.]

N. C. SHRIVASTAVA,
Under Secretary to the Government of India.

To

All Heads of Training Centres (with one spare copy).

Copy forwarded for information to Posts and Air Department (with 2 spare copies); Political Department (with 45 spare copies); War Department (with 15 spare copies); Adjutant General's Branch, General Headquarters, New Delhi (with 270 spare copies); M. G. O.'s Branch, General Headquarters, New Delhi (with 8 spare copies); Railway Department (Railway Board) (with 2 spare copies); Director of Civil Aviation in India (with 5 spare copies); and Director of Factory Recruitment, 30, Park Street Calcutta (with 2 spare copies).

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for *Under Secretary to the Government of India.*

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R. K. LAKSHMANAN,
for *Under Secretary to the Government of India.*

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for *Under Secretary to the Government of India.*

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R. K. LAKSHMANAN,
for *Under Secretary to the Government of India.*

ANNEXURE I

TECHNICAL TRAINING SCHEME

Quarterly Competition

Certified that the accompanying test-piece submitted for the.....quarterly competition for the year 194..., was prepared entirely without assistance by.....son of..... of......, a ..... ‡trainee of..... Training Centre, who began his training on.....and that he used only the specified tools in preparing the test-piece. He took.....hours and.....minutes to complete the test-piece. We accept the terms and conditions of the competition.

Place..... Signature.....

Principal/Director } .....

Date..... Superintendent/Manager } .....

---

* With three spare copies.

†With 10 spare copies to the B., B. & C. I. Railway, 7 to the O. & T. Railway, 18 to the G. I. P. Railway, 5 to the Bengal Nagpur, Jodhpur, and Jaipur Railways and 3 to the rest.

‡ State trade.

M55DofL—2,000—18-5-43—GIPS

TECHNICAL TRAINING SCHEME
TRAINING MANUAL, 1942

Correction Slips

Dated the 15th September 1942.

No. 1.

Page 1, paragraph 2 (2).—Add the following at the end :—

"If a trainee has been provided with a trainee's railway voucher, no amount should be paid to him on account of railway fare."

Page 2, paragraph 2 (3).—

Substitute the following for the 2nd sentence :—

"Such advances may be allowed within the first 21 days of a trainee's stay at a training centre in addition to any amount which may be due to him on account of part stipend for a broken period of less than a month. Subject to the provisions of paragraph 21-A, the advances will be recovered from the monthly stipends of the trainee in three consecutive monthly instalments of Rs. 3 commencing from the first month in which a full stipend becomes due."

[TRA-464/77.]

No. 2.

Page 2, paragraph 2 (5).—

Substitute the following for the existing sub-paragraph :—

"(5) *Verification of antecedents.*—As each trainee joins a training centre, the Head of the centre should send a verification roll in Form II shown in Appendix IV to the District Magistrate or other officer concerned (see Appendix XXII). The verification roll should be forwarded in each case with a covering letter in Form I also shown in Appendix IV. After verification, *all* rolls should be returned by the District Magistrates or other officers concerned with their remarks to the Chairman of the Tribunal for the Province or State concerned or, in the case of the Punjab and North West Frontier Province, the President of the Punjab and North West Frontier Province Technical Training Selection Committee, Lahore. The verification rolls of trainees allotted to the Services on completion of their training should be forwarded by the Chairmen of Tribunals, or the President of the Technical Training Selection Committee, Lahore, in the case of the Punjab and North West Frontier Province, to the officers commanding the units to which the men are posted through the Technical Recruiting Officer. In cases in which men join units of the Army before the verification reports are received, the reports should be sent to their Units through the Technical Recruiting Officer as soon as they come in."

[TRA. 272 (3), dated 25th June 1941, TRA. 272, dated 13th August 1941, TRA. 272, dated 15th December 1941, T.R.A. 275/65.]

No. 3.

Page 4, paragraph 4 (3).—

Insert the following at the end :—

" In this connection, attention is drawn to paragraph 18 (5)."

No. 4.

Page 5, paragraph 5 (2).—

In line 6 after the word " replacements ", insert the words " repairs to equipment on account of wear and tear, ".

[TRD.-28-VIII.]

No. 5.

Page 5, paragraph 6.—

Number the existing paragraph as sub-paragraph (1) and insert the following as sub-paragraph (2) :—

" (2) *Verification of Matriculates.*—Before permitting a trainee who claims to be a Matriculate to draw the higher rate of stipend the Head of the training centre should require the trainee to produce his Matriculation certificate, and in submitting bills for the stipends of such trainees the Head of the centre should certify on the bills that the educational qualifications of the trainees have been verified. Where a candidate who claims to be a Matriculate is unable to produce his Matriculation certificate, he may be allowed to draw the higher rate of stipend if he can produce a certificate signed by the Head Master of the school which he last attended or other evidence that he has actually passed the Matriculation examination. In addition to Matriculates, the higher rate of stipend may be paid to trainees who have passed other equivalent examinations, such as the High School Leaving Certificate Examination, Senior or Junior Cambridge Certificate Examination, or the Oxford School Certificate Examination, on production of satisfactory evidence to that effect ".

[TRD-2056/9 and TRA-1195/1

No. 6.

Page 7, paragraph 8 (3).—

In line 2 for the words " in a year " substitute " during the period of training ".

[TRA.-I-186/132.]

No. 7.

Page 9, paragraph 10 (3).—

In lines 4 and 6 for the words " in a year " substitute " during the period of training ".

[TRA.-I-186/132.]

No. 8.

Page 9, paragraph 10 (7).—For the second sentence substitute the following :—

" Where facilities for games exist, Regional Inspectors are authorised to sanction a monthly grant from the Central Government not exceeding annas four per trainee towards the cost of games equipment. Regional Inspectors are also authorised to sanction the appointment of Physical Training Instructors at all centres which have 50 or more trainees provided that where there are hostels these posts are combined with posts of Hostel or Assistant Hostel Superintendents. "

[TR.-76, dated the 28th June 1941, and TR. (A-1) 1160 (1), dated the 27th August 1942.]

No. 9.

Page 10, paragraph 11 (3).—

Insert the following at the end :—

" In this connection, attention is drawn to paragraph 18 (6). "

No. 10.

Pages 10-11, paragraph 11 (6).—

Substitute the following for the existing paragraph :—

" (6) *Recoveries.*—(i) The following procedure should be followed in making recoveries from trainees on account of loss of or damage to goods or property belonging to the Central Government :—

(a) *Tools.*—Recoveries should be made by deduction from stipends at the time of payment. If, however, the trainee is leaving the centre and the amount to be recovered exceeds the amount of stipend due to him, he should be asked to make good

the balance, and if he fails to do so, the Head of the unit, training centre or factory to which he has been posted should be asked to recover it. All recoveries should be credited to Central Revenues under the head " LII—Receipts connected with the War, 1939—Unclassified Items ".

(*b*) *Other cases.*—Recoveries may be adjusted either by short drawals in bills for stipends, the amounts short drawn being shown in the bills as " Deduct—Recoveries from trainees ", or by deductions from stipends. In the latter case the recoveries should be credited to Central Revenues under the head referred to in (*a*) above.

(*ii*) Deductions made from stipends for loss of or damage to goods or property belonging to training centres may be appropriated by the centres."

[TRD.-2052.]

No. 11.

Page 11, paragraph 13 (1).—

For the word " enrolment " occurring in line 2 substitute the word " admission ".

[TRA.-411/400.]

No. 12.

Page 12, paragraph 13 (3).—

Add the following note :—

" *Note.*—These instructions do not apply to enrolled trainees, but if an enrolled trainee absents himself for more than 10 days, training fees may not be drawn in respect of the absconding trainee on and from the 11th day."

[TRA.-273/107.]

No. 13.

Page 16, paragraph 18 (5).—(1) For the first sentence substitute the following :—

" Trainees who are transferred from one training centre to another or who are posted to a Service unit or a factory should be paid their dues up to the date of leaving the training centre *less* any deductions to be made on account of advances, fines, messing charges, loss of tools, etc."

(2) Insert the following at the end :—

" When an enrolled trainee is transferred to another training centre or posted to an Army unit or training centre, two copies of a last pay certificate in the form given in Appendix XXI should invariably be sent to the Head of the new training centre or the Officer Commanding the unit, as the case may be."

[TRA.-443/4.]

No. 14.

Page 16, paragraph 18.—Insert the following as sub-paragraph (6) and renumber sub-paragraph (6) as sub-paragraph (7) : —

" (6) Before a trainee leaves a training centre, the tools entrusted to him should be verified and if any are missing or damaged, the cost should be recovered from the stipend due to him. If the cost exceeds his dues, the trainee should be asked to make good the balance and if he fails to do so, the training centre, unit or factory to which he has been transferred or posted should be asked to recover it. Recoveries should be credited to Central Revenues under the head. 'LII—Receipts connected with the war, 1939—Unclassified items '."

[TRD.-2052.]

No. 15.

Page 17, paragraph 19.—In the first line substitute the words " should be paid " for the words " may be advanced ".

No. 16.

Page 17, paragraph 20.—

(1) At the end of line 8 add the following :—

" In preparing these reports Heads of Civmil Centres should include an entry at the bottom of the report giving the number of enrolled trainees who have passed the prescribed trade tests but are continuing their training pending the receipt of posting orders."

(2) In line 12 delete the word " telegraphic " and between the words " report " and " showing " insert the words " by express letter ".

(3) In line 16 for the word " telegram " substitute the words " express letter ".

(4) Insert the following at the end of the paragraph :—

" In submitting these reports, Heads of Civmil Centres should invariably take into account the period of training spent by the enrolled trainees at civil centres."

(5) Add the following note :—

" *Note.*—The figures given in columns 4 and 5 of the statement should not include trainees transferred from civil to Civmil centres. Column 4 should include only trainees who have left to join Service units or training depots after having passed the prescribed trade tests, while Column 5 should include only those trainees who are posted to Service units or training depots without having passed the prescribed trade tests, *i.e.*, as Improvers. If Heads of Civil Training Centres wish to show the numbers of trainees who have been transferred from their centres to Civmil centres, they may include an additional column for this purpose at the bottom of the form."

[TRA.-195 and TRA.-900.]

No. 17.

Page 17, paragraph 21 (1).—Add the following at the end of the first sentence :—

" The statement should show the expenditure incurred by the training centre from the beginning of each financial year."

[TRD.-72/18.]

No. 18.

Page 18, paragraph 21 (3).—Add the following :—

" (8) C. A. C. form No. 10B."

No. 19

Pages 19 and 20, paragraph 22 (5).—

(1) Alter the heading to read as follows :—

" (5) *Replacements and repairs.*—(*i*) *Consumable stores.*—

(2) Insert the following as clauses (*ii*) and (*iii*) of this sub-paragraph :—

" (*ii*) *Lost or damaged tools.*—The Inspector-in-charge of Supply will replace tools lost or damaged by trainees from his stock on receipt of a requisition from the Head of the training centre along with a certificate that the cost of the tools will be deposited in the local Treasury [see paragraph 11(6) (*i*)(*a*)] and the receipt furnished to the Inspector in due course. In such cases the Treasury receipt should be sent to the Inspector-in-charge of Supply as soon as possible."

" (*iii*) *Repairs.*—The cost of repairs to equipment on account of wear and tear should be met out of the training fees. The Central Government will bear the cost of repairs to equipment supplied at its expense only in the event of breakage or defects due to faulty manufacture."

[TRD.-2052 and TRD.-28/VIII.]

No. 20.

Page 26, paragraphs 5 and 6.—

Substitute the following for the existing paragraphs.

"5. **Pay of enrolled trainees.**—Trainees may enrol in the Army on, or at any time after, being admitted to a training centre. Unless he has previous experience of his trade, however, no enrolled trainee will be eligible for the improver rate of pay until he—

(*a*) has completed one month's training including any period prior to his enrolment;

(*b*) has passed an elementary trade test conducted by the Head of the centre; and

(*c*) has been certified by the Head of the centre as likely to make an efficient tradesman.

If a trainee fails to pass the elementary trade test, he may be given further tests at subsequent intervals until he reaches the requisite standard when he should be given the necessary certificate and will become eligible for the improver rate of pay. Trainees who have previous experience of their trades may be given the elementary trade tests and certified as likely to make efficient tradesmen at any time after their enrolment.

NOTE.—The expression 'likely to make an efficient tradesman' means that a trainee must show sufficient intelligence and elementary mechanical aptitude to justify the belief that he is likely with further training to become a competent tradesman in a reasonable time. The test is left entirely to the discretion of the Head of the centre.

6. **Improver rates of pay.**—(1) The improver rates of pay are as under:—

Trades.	Basic pay.	Trade pay.	Hair cutting and washing allowance.	Ration allowance.	Total cash per month.
	Rs. A. P.	Rs. A. P.	Rs. A. P.	Rs. A. P.	Rs. A. P.
Blacksmith, Boilermaker, Bricklayer, Carpenter, Draughtsman, Electrician, Engine Artificer, Engine Driver (I. C.) and Engine Driver (Steam), Fitter, Instrument Mechanic, Machinist (Metal), Mason, Moulder, Pattern Maker, Plumber, Riveter, Surveyor, Tin & Coppersmith, Turner, Welder (Oxy. or Electric), and Wireless Operator.	16 0 0	11 4 0	0 10 0	9 6 0	†37 4 0
*Linesman, Painter, Textile Refitter and Vulcanist.	16 0 0	9 6 0	0 10 0	9 6 0	35 6 0

* The number of linesmen who may enrol and receive the improver rate of pay is limited. Those who are not enrolled will draw the usual stipends until they pass the trade tests, when if admitted to the M. E. S. they will be eligible to draw pay at the rate of Rs. 30—3—60 p.m.

†Admissible to Engine Drivers (I.C. and Steam) with effect from the 6th June 1942.

NOTES.—

(1) If free food or rations in kind are issued, ration allowance will not be admissible.

(2) If hair-cutting and washing facilities are provided, hair-cutting and washing allowance will not be admissible.

[A.G. Branch U/O 25503/A.G. 2 (b. 2), dated the 10th July 1942—TRA. 411/395.]

(2) With effect from the 1st September 1942, trainees entitled to draw the improver rate of pay will, if living in Civmil hostels, be entitled to draw in addition to these rates a messing allowance of Rs. 2 per month, in cash or in kind at the discretion of the local Commanding Officer.

6A. **Enrolled Non-Improver Trainees.**—With effect from the 1st September 1942 trainees who have been enrolled in the Army but who have not completed one month's training and have not been certified as likely to make efficient tradesmen will be eligible for the following rates of pay from the date of their enrolment instead of the usual stipends admissible to civil trainees.

Enrolled Non-Improver Trainees.

	I *When residing in Civmil hostels.*	Rs.	A.	II *When not residing in Civmil hostels.*	Rs.	A.
Matriculates	Basic pay	16	0	Basic pay	16	0
	Messing allowance ..	2	0	Hair cutting and washing allowance.	0	10
	Hair cutting and washing allowance.	0	10	Matriculation allowance ..	5	0
	Matriculation allowance ..	5	0	Ration allowance ..	9	6
	Total .. *plus* free rations.	23	10	Total ..	31	0
Non-matriculates.	Basic pay	16	0	Basic pay	16	0
	Messing allowance ..	2	0	Hair cutting and washing allowance.	0	10
	Hair cutting and washing allowance.	0	10	Ration allowance ..	9	6
	Total .. *plus* free rations.	18	10	Total ..	26	0

NOTE.—The expression "Civmil" hostel means a hostel at a Civmil Centre at which there is a military staff and at which arrangements have been made for the issue of rations and the running of a trainees' mess.

No. 21.

Page 26, paragraph 7.—For the existing paragraph 7 substitute the following :—

"7. **Army pay not payable at civil centres.**—As a matter of administrative convenience the Army rates of pay given in paragraphs 6 and 6A will not be paid at civil training centres. As soon, however, as an enrolled trainee is transferred from a civil training centre to a Civmil or an Army training centre or unit, he will be paid by the Head of that centre or the Officer Commanding the unit the difference between the stipends drawn by him at the civil training centre and the Army rate of pay to which he became entitled under the provisions of paragraphs 6 and 6A. The rates of pay given in paragraph 6A, column II, will be admissible from the date of the trainee's enrolment and the rates given in paragraph 6 with effect from the date on which the trainee was certified by the

Head of the centre as likely to make an efficient tradesman. These dates should be clearly shown in the Last Pay Certificates of the trainees when they leave civil training centres."

"7A. **Pay of Grade III passed trainees.**—When an enrolled trainee passes the prescribed trade test, he becomes entitled to the Grade III rate of Army pay from the date shown in his Trade Test Certificate [see Part I, paragraph 18 (3)]. The Grade III rate of pay is not, however, payable until the trainee reports at an Army training centre or an Army unit. Trainees who pass the prescribed trade tests will therefore draw the Improver rate of pay shown in paragraph 6 so long as they remain at a Civmil centre. On reporting at an Army unit or a training centre, they will be taken on the strength with effect from the date shown in the Trade Test Certificate and will be paid at the Grade III rate from that date. Heads of training centres should make this date clear in the Last Pay Certificate (see Appendix XXI).

Trainees who enrol after passing the prescribed trade tests will become entitled to the Grade III rate of pay from the date of enrolment and not the date of the trade tests."

[TRA.-411-III.]

No. 22.

Page 27, paragraph 9.—

1. Insert the word "moulders" between the words "masons" and "painters".

2. Renumber the existing paragraph as paragraph 9 (1) and insert the following sub-paragraphs :—

"(2) Trainees in the following trades will not be enrolled and will not be eligible for the rates of pay given in paragraphs 6 and 6A above. The rates of pay admissible to trainees who pass the prescribed trade tests in these trades are as follows :—

(1) Armature Winders	Rs. 42—3—66 p.m.
(2) Electrical Fitters	Rs. 42—3—66 p.m.
(3) Roller Drivers (I. C. and Steam) ..	Rs. 60—3—81 p.m.
(4) Wiremen	Rs. 39—3—60 p.m.

(3) Only a limited number of linesmen will be eligible for enrolment on the rates of pay given in paragraphs 6 and 6A. The remainder will draw the usual stipends, until they pass the trade tests when, if accepted for the M.E.S., they will be eligible to draw pay at the rate of Rs. 30—3—60 p.m.

[TRA.-411/396.]

No. 23.

Page 27, paragraph 10.—

Insert the following at the end :—

" If an enrolled trainee absconds, the case should at once be brought to the notice of the local military authority who will take such measures to bring about the apprehension of the absentee as he considers fit. There is no objection to enrolled trainees who have absconded being returned to their original centre."

[TRA. 273/107.]

No. 24.

Pages 27-28, paragraph 11.—

After the fullstop in line 9 insert the following :—

" No other advances will be made to trainees transferred to Labour Department Training Centres."

[TRA. 411/x.]

No. 25.

Pages 27-28, paragraph 11.—

Re-number the existing paragraph as paragraph 11 (1) and insert the following as sub-paragraphs (2) and (3) :—

" (2) *Transfers and postings of enrolled trainees.*—If any trainees who are enrolled by Technical Recruiting Officers and posted to Civmil centres report at the Civmil centres some days after their enrolment, they should be paid from the date of enrolment and not from the date on which they join the Civmil centre. Technical Recruiting Officers have been asked to enter in the Rahdari Certificate the date on which the trainees should report at the Civmil Centres and if a trainee reports after that date, the case should be reported to the military authority referred to in paragraph 10 for such action as he considers fit."

" (3) If an escort is considered necessary for the guidance or convenience of enrolled trainees transferred from Civmil Centres to Army Units or Army Training Centres, the Head of the Civmil Centre should request the T. R. O. or A. T. R. O. concerned to make the necessary arrangements. Where Civmil hostels have been established, the escort, if considered necessary, will be

provided by the Commanding Officer from his military establishment. In all other cases the T. R. O. or the A. T. R. O. will provide the escort from his staff."

[TRA. 411/II and TRA. 924.]

No. 26.

Pages 28-30.—

Insert the following list for the existing list of Civimil centres.

List of Civmil Centres.

Assam.

1. H. R. H. the Prince of Wales Technical School, Jorhat.
2. Surma Valley Technical School, Sylhet.

Bengal.

3. I. G. N. and Rly. Co., Ltd.'s Garden Reach Workshop, Calcutta.
4. Calcutta Tramways Company, Ltd.'s Nonapukur Workshop, Calcutta.
5. Vishnupur Technical School, Vishnupur.
6. Government Dockyard, Narayanganj.
7. Moberly Technical School, Hooghly.
8. I. G. N. Co., Ltd., Sonachara Workshop, Narayangunge.
9. Ahsanullah School of Engineering. Dacca.
10. Calcutta Engineering College, Ballygunge, Calcutta.
11. Institute of Engineering and Technology, Calcutta.

Bihar.

12. Bihar College of Engineering, Patna.
13. Public Works Department Workshop, Dehri-on-Sone.
14. Jamshedpur Technical Institute, Jamshedpur.

Bombay.

15. Bombay Technical Training Centre, Colaba, Bombay.
16. Engineering College, Poona.
17. Nowrosjee Wadia College, Poona.

18. King Edward VII Technical Institute, Dhulia.
19. R. C. Technical Institute, Ahmedabad.
20. F. S. Parekh Technical Institute, Surat.
21. School of Industry, Ratnagiri.
22. Victoria Jubilee Technical Institute, Bombay.

Central Provinces and Berar.

23. Government School of Handicrafts, Akola.
24. Government Engineering School, Nagpur.

Delhi.

25. Delhi Electric Supply and Traction Co., Ltd., Delhi.
26. Delhi Polytechnic, Delhi.
27. Technical Institute, Anglo-Arabic College, Delhi.

Madras.

28. P. Orr and Sons, Ltd., Madras.
29. P. S. G. and Sons Charity Industrial Institute, Peelamedu, Coimbatore.
30. Government Industrial School, Calicut.
31. Government Industrial School, Madura.
32. P. T. Lee Chengalvaroya Naicker's Technical and Industrial Institute, Madras.
33. Madras Training Centre, Anantapur.
34. Ramakrishna Mission Industrial School, Mylapore, Madras.
35. Instrument Mechanics Training Centre, Hindupur, Madras.
36. P. V. Krishnaiah Choudary Training Centre, Guntur.

North-West Frontier Province.

37. Technical Training Centre (Civmil), Peshawar.

Orissa.

38. Orissa School of Engineering, Cuttack.

Punjab.

39. North Western Railway Workshop, Moghalpura
40. Punjab College of Engineering and Technology, Lahore.
41. Government Metal Works Institute, Sialkot.
42. Government Industrial School, Ferozepore City.

Sind and Baluchistan.

43. N. E. D. Engineering College, Karachi.

44. Jamia Islamia Institute, Karachi.

United Provinces.

45. Thomason Civil Engineering College, Roorkee.

46. Central Wood Working Institute, Bareilly.

47. Allahabad Technical Training Centre, Allahabad.

48. Government Technical Institute, Gorakhpur.

49. Government Technical Institute, Lucknow.

50. Government School of Agriculture, Bulandshahr.

51. Government Carpentry School, Allahabad.

52. Forest Research Institute, Dehra Dun.

States.

Baroda.

53. Kalabhawan Technical Institute, Baroda.

Bhavnagar.

54. Bhavnagar State Railway, Port and P. W. D. Workshops, Bhavnagar.

Indore.

55. Rasulpura Vocational School, M. C. C. Mission, Mhow.

Jodhpur.

56. Jodhpur Railway Workshop, Jodhpur.

Mysore.

57. Engineering College, Bangalore.

Travancore.

58. College of Engineering, Trivandrum.

Gwalior.

59. Central Technical Institute, Lashkar, Gwalior.

N.B.—This list is liable to change.

No. 27.

Pages 27 and 28.—

Insert the following as paragraph 11-A.

"11A. **(1) Advances.**—In order to ensure that enrolled trainees on being posted to Army Units or Army Training Centres are not placed in difficulty owing to lack of funds, enrolled trainees may in future be granted an advance of Rs. 16 (one month's basic pay), on being posted to an Army Unit or Army Training Centre.

(2) The advances will be granted by the Technical, Deputy Technical or Assistant Technical Recruiting Officers in the case of trainees posted direct from civil centres to Army Units or Army Training Centres and by the Head of the Civmil Centre in the case of enrolled trainees posted from Civmil Centres to Army Units or Army Training Centres. In both cases the advances will be paid when the trainee leaves the civil or Civmil centre either to join an Army Unit or Training Depot or to proceed on leave preparatory to joining such a unit or depot.

(3) The details of all advances granted under these sanctions should be entered in the Last Pay Certificate (See Appx. XXI) of the trainee. Funds for the payment of the advances should be drawn on bills marked "Civmil Plan—Enrolled trainees" and debited by the Accountant General concerned against the Controller of Military Accounts in whose audit area the Army Unit or Army Training Centre is located.

(4) The advances will be recovered from the trainees in two equal monthly instalments by the Officer Commanding the Army Unit or Army Training Centre to which the trainees are posted."

[TRA—411X/5.]

No. 28.

Page 28, paragraph 12.—

In line 3 between the words "despatch" and "the" *insert* the following:—"with as little delay as possible."

No. 29.

Page 28, paragraph 13.—

In the penultimate line of paragraph 13 for letters and figures "Rs. 27" substitute the letters and figures "Rs. 22 or Rs. 27".

[TRA 56/118.]

No. 30.

Page 28, paragraphs 13 and 14.—

For the existing paragraphs substitute the following :—

" 13. **Payments.**—All amounts required for payment to enrolled trainees at both civil and Civmil centres should be drawn on separate bills marked " Civmil Plan-Enrolled trainees ". As the rates of pay shown in paragraphs 6 and 6A cannot be drawn at Civil Training Centres, all enrolled trainees at those centres will be paid stipends at the usual rates admissible to civil trainees. The expenditure on account of training fees for enrolled trainees should also be drawn on separate bills marked " Civmil Plan-Enrolled Trainees. "

14. **Accounting.**—All expenditure incurred by both Civil and Civmil Centres on account of payments made to enrolled trainees or on training fees for enrolled trainees will be recouped by Accountants General and Comptrollers by lump sum contributions from Defence Estimates in the way explained below :—

(*i*) A debit will be raised by the Accountant General or Comptroller concerned against Defence Estimates on account of all payments made to enrolled trainees and the training fees in respect of such trainees.

(*ii*) For charges not covered by (*i*) above, the Accountant General or the Comptroller will increase by 15 per cent the amount debited to the Defence Estimates under (*i*) above.

(*iii*) The recoveries under (*i*) and (*ii*) above will be exhibited as reduction of expenditure under the head " 64—Miscellaneous expenditure connected with the War, 1939, through distinct deduct entries. "

[TRA.—916-]

No. 31.

Page 32.—

Add the following as paragraph III-A. of the Stores Guide—Part III.

Disposal of Old Files.

III-A. In order that the Carbon steel contained in old files may not be wasted, training centres should when ordering new files, send an equivalent number of worn-out files, '*Freight to pay*' .to the Inspector incharge of Supply, Tool Depot, Jamalpur.

[TRD-450/49.]

No. 32.

Page 33, paragraph IV.—

After the word 'Calcutta,' in line 3 of the last paragraph add the words "giving weights."

[TRD-416/537.]

No. 33.

Pages 34-35.—

Substitute the following list for lists A and B :—

List of small producers, fabricators and stockholders of Bolts, Nuts and Rivets.

CALCUTTA AREA.

1. Messrs. Ashly & Co. 46, Ezra Street, Calcutta.
2. Messrs. Bengal Sheet Metal Industries, 22, Beerpara Lane, Ghugudanga P. O., Calcutta.
3. Messrs. Bose Manna & Co. 74-2, Ichapore Road, South Bantra, (Howrah).
4. Messrs. Banerjee Bros. 28, Strand Road, Calcutta.
5. Messrs. Basak Factory, 3, Brojodulal Street, Calcutta.
6. Messrs. Bengal Potteries Ltd., 45, Tangra Road, Calcutta.
7. Messrs. Bhattacharjee & Co., 61, Clive Street, Calcutta.
8. Messrs. Bando & Co., Ltd., 35, Diamond Harbour Road, Alipore, Calcutta.
9. Messrs. B. Banduri & Bros., 122, Circular Road, Chakraberia, Howrah.
10. Messrs. C. Comens & Sons Ltd., 103-3, Diamond Harbour Road, Behala, Calcutta.
11. Messrs. B. Chatterjee & Co. 84-A, Clive Street, Calcutta.
12. Messrs. The Dominion Trading Corporation, 22, Tiljala 1st Lane, Tiljala P. O. 24, Pargs.
13. Messrs. B. T. Dutt & Co., 84-A, Clive Street, Calcutta.
14. Messrs. Eastend Traders, 1, British Indian Street, Calcutta.
15. Messrs. Gobindo Sheet Metal Works & Foundry, 210, Harrison Road, Calcutta.
16. Messrs. The Gujrat Silicate Works, 241 & 421A, Manicktalla Main Road, Calcutta.
17. Messrs. S. N. Ghose & Co., 16, Galiff Street, Calcutta.
18. Messrs. General Traders Syndicate Ltd., 84A, Clive Street, Calcutta.
19. Messrs. K. T. Hing & Bros., Brabourne Court, 1, Chadney Chowk, Calcutta.
20. Messrs. Hindusthan Traders, 795, Circular Road, Howrah.
21. Messrs. India Metal Product Co., 59A, C. N. Roy Road, P. O. Tiljala, 24, Parganas.
22. Messrs. Indian Mercantile Union, B5, Clive Buildings, Calcutta.
23. Messrs. International Engineering Works, 55, Kali Temple Road, Kalighat P. O., Calcutta.

24. Messrs. Jessop & Co., Ltd., 93, Clive Street, Calcutta.
25. Messrs. Khan Palchoudhury & Co., Ltd., Gupta Mansions, 84A, Clive St. Calcutta.
26. Messrs. M. T. Lyall & Co., 36, Strand Road, Calcutta.
27. Messrs. S. B. Mitra, 98/4, Clive Street, Calcutta.
28. Messrs. P. C. Mitter & Co., 98, Clive Street, Calcutta.
29. Messrs. Metalic Engineering Works, 58, Rajabollov Saha Lane, Howrah.
30. Messrs. S. N. Mullick & Co., 98, Clive Street, Calcutta.
31. Messrs. Miscellaneous Engineering Stores, 84A, Clive Street, Calcutta.
32. Messrs. Nimai Brothers, 123, Narasingha Dutta Road, Howrah.
33. Messrs. National Iron & Steel Co., Ltd., 3rd Floor, Stephen House, 4, Dalhousie Square East, Calcutta.
34. Messrs. National Bolts & Rivets Ltd., 233, Bellilios Road, Howrah.
35. Messrs. Premier Stores Supplying Co., Ltd., "Law Building" 8, Royal Exchange Place, Calcutta.
36. Messrs. S. Dass & Brothers, 84A, Clive Street, Calcutta.
37. Messrs. Sharma & Sinha, 34, Strand Road, Calcutta.
38. Messrs. Shree Vishwakarma Industries, 192, Cross Street, Calcutta.
39. Messrs. Shree Krishna Ltd., 192, Cross Street, Calcutta.
40. Messrs. Shanker Industries, 192, Cross Street, Calcutta.
41. Messrs. Steel Equipment & Construction Co., Ltd., 22, Grand Trunk Road, Lillooah, Howrah.
42. Messrs. Tosh Iron Works, 78, Chetla Road, P. O. Alipore, Calcutta.
43. Messrs. J. N. Mukerjee & Co., 98/4, Clive Street, Calcutta.
44. Messrs. K. D. Ganguly & Co., 70, Clive Street, Calcutta.
45. Messrs. Macmohan & Co., 84A, Clive Street, Calcutta.
46. Messrs. P. N. Seal & Co., 82, Clive Street, Calcutta.
47. Messrs. A. S. Abdullabhoy & Co., 81, Clive Street, Calcutta.
48. Messrs. Coondoo Paul & Co., 20, Raja Woodmunt Street, Calcutta.
49. Messrs. P. K. Mookerjee & Co., Ltd., D1, Juggernath Ghat Road, Calcutta.
50. Messrs. The Engineering Stores Supply Co., Room No. 17, 30, Strand Road, Calcutta.
51. Messrs. A. R. Brothers, 29, Strand Road, Calcutta.
52. Messrs. S. P. Dass & Co., 30, Strand Road, Calcutta.
53. Messrs. Dey & Co., 39, Clive Street, Calcutta.
54. Messrs. Laha Ganguly & Co., 12, Raja Woodmunt Street, Calcutta.
55. Messrs. K. Coomar & Co., 13, Monohar Dass Chowk, Calcutta.
56. Messrs. C. G. Engineering Works, 233, Bellilios Road, Howrah.
57. Messrs. Calcutta Wire Netting & Engg. Stores, 18, Raja Woodmunt Street, Calcutta.

No. 38.

Page 41, Appendix I.—

Substitute the following for existing entries Nos. 1, 2, 6, 7 and 10:—

"1. D. S. Bakhle, Esq., I.C.S., Chairman, Bombay National Service Labour Tribunal, Hassan Chambers, Parsi Bazar, Fort, Bombay.	LABTRIB, Bombay.
2. W. A. S. Lewis, Esq., I.C.S., Chairman, Bengal National Service Labour Tribunal, 77-B, Park Street, Calcutta.	LABTRIB, Calcutta.
6. A. P. LeMesurier, Esq., I.C.S., Chairman, Sind National Service Labour Tribunal, Karachi (also for Baluchistan).	LABTRIB, Karachi.
7. Parmanand, Esq., I.C.S., Chairman, C. P. and Berar National Service Labour Tribunal, Civil Secretariat, Nagpur.	LABTRIB, Nagpur.
10. W. W. Wood, Esq., Chairman, Delhi and Ajmer-Merwara National Service Labour Tribunal, Delhi.	POLYTECHNIC, Delhi."

No. 39.

Page 43, Appendix III.—

Substitute the following for the existing Appendix:—

List of Technical, Deputy Technical and Assistant Technical Recruiting Officers.

Area.	Province.	Station of location.	Officers—designation, name and address.
Northern ..	Punjab & N. W. F. P.	Lahore ..	Technical Recruiting Officer, Northern Area, 30, Davis Road, Lahore (Colonel W. J. Cole, O.B.E., A.M.I.Mech.E.).
			Deputy Technical Recruiting Officer (Major E. J. Blanchette, E.C.O.).
		Rawalpindi	Deputy Technical Recruiting Officer, 125, Market Road, Rawalpindi (Major Local Lt.-Col. F. K. Byrne).
		Ambala ..	Assistant Technical Recruiting Officer, 31, Alexander Road, near Butchery, Ambala Cantt. (Major H. D. Legat, E.C.O.).
		Quetta ..	Assistant Technical Recruiting Officer, Quetta, [Captain G. B. Dore, A.I.R.O. (Retired)].
	Sind ..	Karachi ..	Assistant Technical Recruiting Officer, 10/1, Fowler Lines, Karachi Saddar (Captain W. G. Paterson, R.I.A.S.C., E.C.O.).
	Punjab ..	Ludhiana ..	Assistant Technical Recruiting Officer, Ludhiana (Captain A. D. Marshall, I.E.).
		Jhelum ..	Assistant Technical Recruiting Officer, Jada Road, Jhelum (Captain Rab Nawaz Khan, 9/1st P.R., E.C.O.).

58. Messrs. P. C. Dutta & Sons, 84A, Clive Street, Calcutta.
59. Messrs. S. C. Choudhury & Co., 71, Clive Street, Calcutta.
60. Messrs. N. C. Paul & Co., 196, Panchanantola Road, Howrah.
61. Messrs. K. L. Ghose & Co., 61, Clive Street, Calcutta.

OTHER AREAS.

1. The Iron Washer Manufacturing Co. 48/56, Generalganj, Cawnpore.
2. Gauri Shanker, 1st Floor, 24, Faizbazar Road, Daryaganj, Delhi.
3. Darubra & Darubra, 72, Queensway, New Delhi.
4. Model Industries, Dayalbagh, Agra.
5. Khem Chand Rajkumar, Jullundur City.
6. Aminchand Pyare Lal, Tanda Road, Jullundur City.
7. Indian Hardware Co., Jullundur City.
8. Baroda Bolt & Engineering Works, Goya Gate, Baroda.
9. Ameejee Valleejee & Sons, Mercantile Chambers, Bunder Road, P. O. Box 51, Karachi.
10. Universal Screw Factory, C/o. Jawala Flour Mills, Chheharta, Amritsar, N. W. R.
11. Handa Mills Ltd., Phagwara, N. W. R.
12. Morvi Bolts & Ironworks, Savsar Plot, Morvi, Dt. Kathiawar.
13. Richardson Cruddas, Byculla Iron Works, Bombay.
14. Amar Iron & Steel Works, Darukhana, Mazagaon, Bombay.
15. Amritlal & Co., Darukhana, Mazagaon, Bombay 10.
16. Colaco Titus, 335-37, Duncan Road, Bombay 4.
17. A. A. Dehgamwalla & Co., Ltd., 58, Khoka Bazar, Bombay.
18. The Nut Bolts Ltd., Victoria Bunder Road, Sassoon Dock, Colaba, Bombay.
19. Anderson Dawn & Co., Ajam Building, Ballard Road, Bombay.
20. Kirloskar Bros. Ltd., Kriloskarvadi, Dist. Satara, India.
21. Hind Cycles Ltd., Worli, Plot No. 250, Bombay, 18.
22. Government Electric Factory, Mysore Road, Bangalore City, South India.
23. Harrisons & Crossfield Ltd., Quilon, South India.

[TRD.-416/566.]

No. 34.

Page 36.—

Delete the fullstop after the word 'concerned' in line 5 and add the following :—

" giving the weights of the various categories required."

[TRD.-416/537.]

No. 35.

Pages 32-33, paragraph IV.—

1. Under Rounds renumber existing entry 'h' as 'm' and add the following items after entry 'g' :—

h.	.. ..	1¼" diameter.
i.	.. ..	1½" diameter.
j.	.. ..	1⅝" diameter.
k.	.. ..	2" diameter.
l.	.. ..	2¼" diameter.

2. Add the following under Flats :—

m.	.. ..	½"×2½".

No. 36.

Page 33, paragraph IV.—

Substitute the following for the list and note under "Hexagon Bars—Mild Steel" :—

		Nut Size.
a.	.. .. ..	½"
b.	.. .. ..	⅝"
c.	.. .. ..	¾"
d.	.. .. ..	1⅛"
e.	.. .. ..	1¼"

Note :—In order to avoid confusion, when indenting for hexagon bars, Heads of centres should invariably specify the "nut size" of the bars required and not the "across flats" dimensions.

[TRD.-416/490.]

No. 37.

Page 38, paragraph VIII.—

Insert the following sub-paragraph at the end of the existing paragraph :—

"The cost of stores obtained from the reserve stocks should be credited to Central Revenues under the head 'Transactions connected with the war, 1939, in Section P-Deposits and Advances, Part IV-Suspense (Cost of reserve stock of equipment for training of war technicians)'. This head of account should be shown on the chalan when presenting it at the local treasury"

[TRD.-2028.]

Area.	Province.	Station of location.	Officers—designation, name and address.
Northern—*contd.*	Punjab.—*contd.*	Peshawar ..	Assistant Technical Recruiting Officer, Jamrud Road, Peshawar Cantt. (Captain Attar Singh, E.C.O.).
		Campbellpore	Assistant Technical Recruiting Officer, Cambellpore (Captain Sultan Raja Haider-Zaman Khan, M.B.E. A.I.R.O.).
		Jullundur ..	Assistant Technical Recruiting Officer, No. 1, Cantonment Jullundur (Captain Sujan Singh, E.C.O.).
		Sialkot ..	Assistant Technical Recruiting Officer, Sialkot (Captain Shiv Ram Manchanda, E.C.O.).
		Hyderabad (Sind).	Assistant Technical Recruiting Officer, Bungalow No. 12, Near Bhai Band Club, Hyderabad.
		Sargodha ..	Assistant Technical Recruiting Officer.
Eastern ..	U. P. ..	Lucknow ..	Technical Recruiting Officer, Eastern Area, Hazratganj, Lucknow (Colonel L. B. Marchant, O.B.E., R.I.A.S.C.).
		Lucknow ..	Deputy Technical Recruiting Officer [Major L. G. Ellis, E.C.O. (I.E.)].
	Bengal, Bihar & Orissa (with branch offices under ATROs. at Jorhat, Asansol and Shillong).	Calcutta ..	Deputy Technical Recruiting Officer, 3, May Road, Hastings, Calcutta [Major G. F. D. Windle, E.C.O. (I.E.)].
		Patna ..	Assistant Technical Recruiting Officer, Patna (Captain K. Swarup, A.M.I.M.E., E.C.O.).
	Delhi ..	Delhi ..	Assistant Technical Recruiting Officer, No. 1, Lothian Road, Kashmiri Gate, Delhi (Captain H. Vernon).
		Narayanganj	Assistant Technical Recruiting Officer, Narayanganj (Captain A. E. Pash, E.C.O.).
Southern ..	Madras ..	Bangalore ..	Technical Recruiting Officer, Cornwallis Barracks, Trinity Road, Bangalore (Colonal F. C. Wall, R.I.A.S.C.).
			Deputy Technical Recruiting Officer (Major F. G. Luker, I.A.O.C.),
		Madras ..	Deputy Technical Recruiting Officer, Pudupet Lines, Pudupet, Mount Road, P. O. Madras (Major E. J. B. Greenwood, E.C.O.).
		Coimbatore ..	Deputy Technical Recruiting Officer, Trichy. Road, Coimbatore (Major H. A. Willis, A.I.R.O.).
Western ..	Bombay ..	Poona ..	Technical Recruiting Officer, Staunton Road, Poona (Colonel J. Allen, A.I.R.O., I.A.O.C.).
			Deputy Technical Recruiting Officer (Major T. A. Ball, E.C.O.).
		Nagpur ..	Deputy Technical Recruiting Officer, Nagpur (Major E. G. R. Rush, E.C.O.).
		Bombay ..	Assistant Technical Recruiting Officer, Esplanade Maidan (North), Dhobi Talao, Bombay, No. 1 (Captain J. Johnston, E.C.O.).
		Ahmedabad	Deputy Technical Recruiting Officer (Major H. E. Traylen, A.I.R.O.).
		Belgaum ..	Assistant Technical Recruiting Officer.

No. 40.

Page 48, paragraph 3.—

Insert the following new sub-paragraph :—

"(8) Bills relating to items of expenditure sanctioned by the Regional Inspectors in exercise of the powers delegated to them do not require their countersignature."

[TRA-.58/210.]

No. 41.

Page 50, Appendix VII.—

(1) Omit the following entry shown against Mr. S. L. Saksena :—

" 4. North-West Frontier Province."

(2) At the end of the Northern Circle add the following entry :—

5. Major, W.C. Leeper, I.A.‡	Secretary to Govt., North-West Frontier Province, Peshawar.	Devwef.	North-West Frontier Province.

‡ Honorary.

(3) Omit the symbol † affixed before the names of Captain B. Chatterji and Mr. M. V. Jagannatha Ayyangar and affix the symbol * instead.

[TRA-.39.]

No. 42.

Page 61, Appendix XV.—

Insert the following below the heading of the form :—

" Name

Father's name. "

[TRA.-117.]

No. 43.

Insert the following as Appendix XXI :—

Form of Last Pay Certificate.

"**APPENDIX XXI.**

ENROLLED TRAINEES.

GOVERNMENT OF INDIA.

DEFENCE OF LABOUR.

L. A. F. B-812.

LAST PAY CERTIFICATE (to be used for all enrolled trainees despatched from Civil or Civmil Centres to Units, etc.).

Original/Duplicate/Triplicate.*

I hereby certify that the individual(s) named below, proceeding from (Civil or Civmil Centre) ... (Station) ... to (Unit or Army or Civmil Training Centre) ... (Station) ..., has/have received pay and allowances from me as shown against each.

No	Rank (if any).	Name.	Date of enrolment.	Pay.	Trade pay.	Ration allowance.	Hair cutting and washing allowance.	Advance on account of ration for rail journey.	Allowance on account of road expenses.	Date to which paid	Amount of advance of pay outstanding.	"Arrears of pay on account of difference between stipend & improver pay (for Civil Centres only).	Trade and classification.	REMARKS.
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
				Rs. As.	Rs. As.	Rs. As.	Rs. As.	Rs. As.	Rs. As.		Rs. As.	Rs. As.		

* Two copies to be sent to Unit, etc. one for the unit and one for the audit authorities.

To

The ... - Head of the Civil or Civmil Centre.

Station .....

Date .....

"

No. 44.

Insert the following form as Appendix XXII :-

" APPENDIX XXII.

Name of Government.	The Authorities to whom references for the verification of antecedents of trainees are to be made.
1. Govt. of the Punjab	The District Supdts. of Police concerned.
2. Govt. of Sind	The District Magistrates concerned.
3. Chief Commissioner, Ajmer-Merwara ..	The Commissioner, Ajmer (who is also the District Magistrate).
4. Govt. of Bihar	The District Officers concerned.
5. Govt. of Bombay	The Commissioner of Police, Bombay, or the District Magistrate (in respect of an enquiry in the City of Bombay) and the District Superintendents of Police concerned in respect of other cities.
6. Govt. of the Central Provinces and Berar	The District Superintendents of Police concerned.
7. Govt. of the North West Frontier Province.	The Deputy Commissioners concerned.
8. Govt. of Madras	The Commissioner of Police, Madras, or the Collectors of Districts concerned.
9. Govt. of Orissa	The Superintendent of Police, Criminal Investigation Department, Orissa, Cuttack.
10. Govt. of Assam	The Deputy Inspector General of Police, Criminal Investigation Department, Assam.
11. Other Presidency towns	The Commissioner of Police.
12. Indian States	The Resident concerned."

[TRA. 272 (3), dated 25th June 1941, TRA. 272, dated 13th August 1941, TRA. 272, dated 5th December 1941, and TRA. 275/65.]

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GOVERNMENT OF INDIA

DEPARTMENT OF LABOUR

TECHNICAL TRAINING SCHEME

TRAINING MANUAL

1942

Published 15th June 1942

PRINTED BY THE MANAGER, GOVERNMENT OF INDIA PRESS, SIMLA,
1942

FORENOTE.

This Manual replaces and supersedes the pamphlet entitled "Instructions to Heads of Training Centres." It includes the CIVMIL Plan and all orders and instructions issued up to the 15th June 1942, including those relating to Stores and Equipment.

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GOVERNMENT OF INDIA.
DEPARTMENT OF LABOUR.

TRAINING MANUAL

PART I.

General.

1. **Recruitment.**—(1) *Admissions.*—Candidates will be allotted to technical training centres by the National Service Labour Tribunals constituted for the different Provinces (see Appendix I) or by Selection Committees or other recruiting agency appointed for the purpose. The dates of commencement of the training classes will be fixed by Heads of training centres in consultation with the Tribunals or Selection Committees which will notify the selected candidates and instruct them to join the centres on the dates fixed. If any candidate fails to join a centre within one week of the date so fixed and gives no sufficient reason for his absence, the Head of the centre should report the case to the Chairman of the Tribunal or the President of the Selection Committee who will nominate another candidate to the vacancy.

(2) *Supernumeraries.*—As 25 to 30 per cent. of the candidates allotted to training centres do not report for duty and there is often delay between the passing out of candidates from training centres and the postings of new candidates to fill vacancies, all Tribunals and Selection Committees have been authorised to allot candidates to training centres up to 25 per cent. in excess of the sanctioned number of seats on the understanding that the excess trainees, if any, at any training centre will be treated as supernumeraries. Heads of training centres may accordingly accept trainees at any time up to 25 per cent. in excess of their sanctioned numbers and draw the usual training fees and stipends in respect of these supernumeraries without any further sanction. The supernumeraries should be attached to the various training classes until such time as they can be absorbed in original or secondary vacancies (see note to paragraph 14). No additional instructors or equipment will be supplied for supernumeraries.

[TRA-464 (3), dated the 18th December 1941.]

2. **Reception of trainees.**—(1) *Undertakings to be handed over.*—Before a candidate is admitted to a training centre, he must satisfy the Head of the centre of his identity and hand over to him the prescribed written form of undertaking (see Appendix II) duly completed. The undertakings will be retained by Heads of training centres in safe custody and disposed of in due course in accordance with these instructions [see paragraphs 2 (4), 12, 13 (2) and 18 (6)].

(2) *Payment of travelling expenses.*—When a trainee has reported to the Head of a training centre and handed over the prescribed written undertaking, the Head of the centre should, unless the trainee has already received an advance of such expenses, pay him travelling expenses at the rate of one third class railway or steamer fare *plus* one anna per mile for road journeys, by the shortest or cheapest route*, from his home

*See Appendix XIII.

to the centre provided the distance exceeds 5 miles. If a trainee has been given an advance of travelling expenses by a Selection Committee or the Tribunal, the Head of the Training centre will be informed and in such cases if the trainee does not arrive within 7 days of the receipt of the information, the Head of the centre should report the fact to the Selection Committee or Tribunal concerned.

[TRA-464 (2), dated 18th December 1941, and TRA-464 (1), dated 18th March 1942.]

(3) *Advances of stipends.*—Heads of training centres may advance a sum of not more than Rs. 9 to any trainee on joining a training centre and entering into the prescribed undertaking provided they are satisfied that the trainee is not a local resident and needs an advance to enable him to maintain himself until his first monthly stipend is paid. Such advance will, subject to provisions of paragraph 21A, be recovered from the monthl stipends of the trainee in three consecutive monthly instalments of Rs. 3 commencing from the month following that in which the advance was granted.

[TRA-464 (1), dated 10th February 1942.]

(4) *Medical examinations.*—The Chairmen of National Service Labour Tribunals have been requested to arrange for the medical examination of all trainees by Civil Surgeons or Assistant Surgeons or medical officers of the Provincial Government of similar status either before or as soon as possible after they have joined the training centres. These examinations will be carried out in consultation with the Heads of training centres who are asked to give the medical officers every assistance. The report of the medical officers will be prepared in the form given in Appendix XV. If after joining a training centre a trainee is found to be medically unfit, the Head of the centre is authorised to and should discharge him after paying him the stipend due to him up to the date of his discharge less deductions, if any, and his travelling expenses to his home by the shortest or cheapest route*, at the rate of one third class single railway or steamer fare *plus* one anna per mile for road journeys, provided the distance exceeds 5 miles. The signed undertakings furnished by trainees who are discharged for medical unfitness may be returned to them after endorsement with the words " Rejected as medically unfit ". Trainees intended for the technical branches of the Defence Services will, if necessary, be subjected to a second medical examination before admission to any of the Services under arrangements to be made by the Technical Recruiting Officer concerned (see Appendix III). The Chairmen of Tribunals and Regional Inspectors are authorised to arrange for the medical examination of trainees at any time during training, if they consider it necessary.

If a trainee is required to go for medical examination to a place at a distance of more than five miles from the training centre, he may be granted travelling allowance at the rate mentioned above for both journeys.

[TR-117, dated the 18th February 1941 and TR-129, dated the 2nd May 1941, 24th Jan. 1942, and TRA-186/111.]

(5) *Verification of antecedents.*—As each trainee joins a training centre, the Head of the centre should send a verification roll in Form II

*See Appendix XIII.

shown in Appendix IV to the District Magistrate or other officer concerned†. The verification roll should be forwarded in each case with a covering letter in Form I given in the same Appendix.

†The Commissioner of Police in the case of Presidency towns, the Superintendent of Police in the case of the Punjab, and the Resident concerned in the case of Indian States.

[TR-272 (3), dated the 25th June 1941.]

(6) *General.*—Where trainees have to find their own lodgings, Heads of training centres are requested to do all in their power to assist them in the matter. In all such cases, the cost of board and lodging will be met by the trainees from their stipends. Where quarters have been hired or temporary quarters have been constructed, Heads of training centres should see that such furniture as is necessary is provided and that some temporary arrangement is made for food for the trainees for the first few days until they can settle down and make their own arrangements. The Government of India are anxious that on reporting at a training centre, the trainees should be made to feel that they are welcome and that everything is being done to make them comfortable.

[TR-58 (1), dated the 13th December 1940, and TR-56, dated the 27th December 1940.]

3. **Duration of Courses.** – (1) *Maximum period one year.*—The courses are designed to cover a maximum period of one year, but it is not the intention that they should necessarily, or even ordinarily, be of this duration. It will be possible to complete some of the courses in less than one year, while trainees who have had previous training or experience or are above the average in intelligence will require a shorter period of instruction than others. Trainees may and should be passed out at any time if they are found fit for employment by the Regional Inspectors or other Trade Testing Officers (see paragraph 17).

(2) *Hours of work.*—The hours of work at training centres should normally be not less than 40 or more than 45 per week. In factories and at centres where two or more shifts are being worked, some variation from these figures may be necessary, and the exact hours of work should be settled in consultation with the Regional Inspector.

NOTE.—Where a single shift is being worked, it is suggested that the hours of work might be 8—12 and 1—5 on week-days, and 8—12 with the afternoon off on Saturdays. Where a double shift is being worked, the hours of work should be settled in consultation with Regional Inspectors.

(Proceedings of Regional Inspectors' meeting, dated the 3rd and 4th March 1941—paragraph 8.)

4. **Training.**—(1) *Syllabuses.*—A syllabus of training for the majority of trades will be supplied to each training centre. These syllabuses should be treated as a guide only and where no special exercises have been included, suitable exercises should be drawn up by Heads of training centres in consultation, when possible, with the Regional Inspector. Even if exercises have been included in the syllabuses, supplementary exercises may be added at the discretion of Heads of training centres, care being taken to ensure that the training given is intensive and designed to enable the trainees to pass the prescribed trade tests creditably in the shortest possible time.

Where no syllabus has been prescribed for a particular trade, Heads of training centres should prepare a syllabus in consultation with the Regional Inspector on the basis of the trade test prescribed for that trade.

(2) *Changes of trade.*—Candidates should be trained in the trades for which they have been earmarked by the Selection Committee or the National Service Labour Tribunal. Where candidates are supplied to fill casual vacancies or vacancies caused by the discharge of trainees on passing the prescribed trade tests, they should be trained in the trades in which the vacancies occurred unless the Tribunal or Selection Committee otherwise directs. No changes of trades will be allowed except with the approval of the Provincial Selection Committee or the National Service Labour Tribunal concerned on the recommendation of the Regional Inspector.

(3) *Transfers between training centres.*—National Service Labour Tribunals and Provincial Selection Committees are authorised to sanction the transfer of trainees from one training centre to another or the exchange of trainees between training centres provided the sanctioned distribution of trades and the sanctioned number of trainees at those centres are not affected. No travelling expenses will be paid in such cases unless the transfers or exchanges are made in the public interest when travelling allowance should be paid by the head of the receiving training centre at the rates laid down in paragraph 2 (2).

(4) *Trainees not to join other organisations.*—As trainees under the Technical Training Scheme are being trained for work which in itself is of vital national importance and as their training is intended to be intensive, it is not in the public interest that they should be permitted to engage in other activities which, though no less important, must interfere with the work of national importance on which they are already engaged. It has therefore been decided that trainees should not be permitted to join the Indian Territorial Force, the Civic Guards or other organisations of this nature. This decision does not apply to A. R. P. units which have been or may be constituted at or for training centres or the immediately adjoining areas.

[TRA-1087, dated the 2nd February 1942.]

4A. Civmil Plan.—As many of the trainees who are being trained under the Technical Training Scheme will be required for the technical branches of the Defence Services, arrangements have been made whereby trainees may enrol in the Army at an early stage of their training and thereby become entitled to increased rates of stipend. This scheme is known as the "Civmil Plan" and the details will be found in part II, pages 25 to 30.

5. Training Charges.—(1) *Principles.*—To avoid delay in opening training centres and keep down overhead costs and expenditure on tools, plant and instructors, the training scheme is based on the principle that the fullest possible use should be made of existing technical institutions and workshops, and that only the out-of-pocket expenses of the training centres should be met by the Central Government. As the training scheme forms an important part of the war effort, it is felt that this principle will be generally accepted

(2) *Fees.*—In addition to paying the cost of any additional equipment or staff required, the Central Government will pay in advance a sum of Rs. 7 per head per month for the training of each man. This rate, which will be subject to review in the light of experience, will include the cost of all consumable stores such as oil, steel, cotton waste, miscellaneous raw materials, hand tool replacements, stationery (other than accounts forms), as well as the cost of light, and power other than for 2nd shift working, allowances, if any, to existing instructional, clerical and menial staff, and use of existing buildings and equipment. This rate also includes office contingencies other than stamps, but does not include any charges connected with hostels or hostel, medical or physical training staff, which may be drawn from the Treasury separately *provided they have been expressly sanctioned by the Central Government.* Of the rate of Rs. 7 per head per month, a sum of Rs. 2 is intended primarily to meet the cost of allowances to existing staff for overtime work and extra duties, and to compensate that staff for loss of vacations and holidays. It is for the Heads of training centres to decide which members of their staff should receive allowances and at what rates. It is not intended that every member of the staff should receive extra remuneration. Allowances should be confined to those who actually have to spend extra time on work directly connected with training and who as a result of the training scheme have to forego holidays and vacations. It is suggested that in fixing the allowances to be paid, preference should be given to the lower paid staff and that in no case should the allowances exceed 20 per cent. of the substantive pay of the staff concerned.

If additional instructors or equipment are not provided or paid for by the Central Government, a special rate of fee may be agreed upon between the training centre and the Central Government.

[TR-245 (1), dated the 26th May 1941 ; TR-58 (1), dated the 19th December 1940.]

NOTE.—If Heads of training centres are in any doubt as to the correct distribution of allowances, they should consult the Regional Inspector.

6. Stipends.—Each trainee will receive from the Central Government a monthly stipend of Rs. 27 if he is a matriculate or Rs. 22 if he is not. In certain cases in which semi-skilled tradesmen are being trained in skilled trades, higher stipends may be allowed by special order of the Central Government, or the National Service Labour Tribunal or the Regional Inspector concerned. The stipends will be paid to trainees monthly in arrears through the Heads of training centres.

[TRA-473 (1), dated the 17th February 1942.]

[TRA-38 (1), dated the 18th December 1941 and 28th March 1942.]

7. Hostel accommodation.—(1) *Rent and furniture grants.*—Hostel accommodation will be provided only at centres where it is likely to be difficult or impossible for the trainees to find outside lodgings. In such cases if no hostel accommodation belonging to the training centre is available, suitable houses may be hired with the approval of the Labour Department. As a general rule, the rent of hired accommodation should not exceed Re. 1 per head per month. Where hostel accommodation is provided at the expense of the Central Government, grants for furniture and mess utensils will be made at the rate of Rs. 10 and Rs. 4 per head respectively.

(2) *Charges.*—If living accommodation is provided by the Central Government, hostel charges should be deducted by Heads of training centres from the stipends of the trainees at the time of payment at a nominal rate of Rs. 2 per head per month. This rate will include seat rent, lighting, water, furniture, conservancy and all other connected charges except messing. In the case of hostels which are the property of the training centres, the usual charges payable by other boarders will be deducted from the stipends of trainees, subject to a maximum of Rs. 2 per head per month. If this rate is less than the rate usually charged to other boarders, the difference will be paid by the Central Government and should be drawn from the local treasury on bills in the usual way [see Appendix V]. All trainees will pay for their own messing, and if the messing arrangements are made by the training centre in agreement with the trainees, the charges may be deducted from their stipends.

[TR-58, dated 31st March 1941.]

(3) *Recoveries.*—All recoveries of hostel charges due to the Central Government should be credited to Central Revenues under the head "LII-Receipts connected with the war, 1939—Unclassified items".

[TR-58 (1), dated the 8th August 1941.]

7A. Clothing and badges.—(1) *Clothing grants.*—On joining a training centre each trainee should be provided free of cost with two sets of overalls or boiler suits in mazri or cotton cloth at a cost not exceeding Rs. 7. This clothing may be retained by trainees when they leave a training centre either on transfer to another centre or on being posted to the Army, Navy or Air Force, or to civil employment. If a trainee who has received clothing is transferred to another centre, the Head of the centre should inform the head of the centre to which the trainee is transferred of the grant so as to avoid the possibility of a double issue of free clothing.

If a trainee resigns or is discharged for medical unfitness, unsuitability or misconduct he should be required to return the clothing issued to him for re-issue to another trainee. If a trainee absconds, the cost of the clothing issued to him should be included among the amounts to be recovered under paragraph 13 (2).

(2) *Badges.*—Arrangements have been made to provide each training centre free of charge with a supply of standard metal badges for war technicians and as soon as these have been received, one badge should be supplied to each trainee. The badges are being manufactured in Madras and supplies, which will be sufficient to cover the sanctioned number of seats at each centre *plus* 25 per cent. supernumeraries, will be made by the Senior Regional Inspector, Southern Circle, Bangalore. If the number of badges supplied is in excess of immediate requirements, the surplus should be kept in safe custody at the training centre.

The badges will be the property of the Central Government, and on leaving a training centre, each trainee should be required to hand in his badge for the use of other trainees, or if he wishes to retain it, to deposit annas 8 in payment of the cost. Applications for additional badges, *i.e.*, over and above the original supply, should be forwarded to the Labour Department with an explanation as to how the need for additional badges has arisen and whether recoveries have been made from all trainees who have kept their badges on leaving the centre.

(3) *Clothing advances.*—In addition to the clothing grants provided for in sub-paragraph (1) every trainee on joining a training centre may be allowed a clothing advance of Rs. 7-8-0 to enable him to purchase clothing of a uniform pattern for wear when not employed in the workshops. It is considered that khaki shirts, drill shorts and stockings are suitable for this purpose, but the Head of the training centre may select any colour or material that is readily available. The advances should be recovered from the trainees in three consecutive monthly instalments subject to the provision of paragraph 21-A., by deductions from their stipends. The deductions should be adjusted by short drawals in the bills for stipends, the amounts short drawn being shown in the bills as " Deduct—Recoveries from trainees ".

If a trainee is transferred to an Indian Army, Royal Indian Navy or Indian Air Force unit or training centre before a clothing advance outstanding against him has been recovered, the balance of the advance so outstanding will be waived. In such cases the Heads of the training centres from which the trainees are transferred should inform the Accounts Officers concerned of the balances outstanding against the trainees to enable the necessary debits to be raised against Defence Estimates.

(4) *Accounting.*—Clothing advances and clothing grants are debitable to the head " 64-Miscellaneous expenditure connected with the war, 1939 " and will be drawn by Heads of training centres on bills from the local treasury in accordance with the procedure laid down in Appendix V. In the case of trainees who have been enrolled in the Army, the necessary funds should be drawn on separate bills marked " Civil Plan—Enrolled trainees " and the amounts involved will be recouped subsequently by Accounts Officers by lump sum contributions from Defence Estimates, the recoveries being exhibited under the head " 64-Miscellaneous expenditure connected with the war, 1939 " through distinct deduct entries. All recoveries made from trainees in connection with badges or clothing should be refunded to the local treasury under the head " LII—Receipts connected with the war, 1939—Unclassified items."

[T. R. A. 402, dated the 18th August 1941, T. R. A. 402(1), dated the 19th March 1942, Directive No. 1, VIII, dated the 15th April 1942, TRA-402/41 and 402/66 and Directive No. 2, paragraph XII, dated the 15th May 1942.]

8. **Holidays and leave.**—(1) *Urgency of training.*—In view of the urgency of the training, the courses should be continuous, *i.e.*, without any break or vacation, and it is necessary that leave and holidays should be restricted as much as possible.

(2) *Paid holidays.*—Heads of training centres may allow not more than 10 holidays (excluding Sundays) in a year for which full stipends may be paid. A list of such holidays should be prepared by the Head of the centre to suit local conditions. Such lists should be approved by the Regional Inspector, but need not be referred to the Labour Department.

(3) *Casual leave.*—In addition to holidays, not more than 10 days' casual leave may be granted to a trainee in a year and no stipends will be admissible during such leave.

NOTE.—Whenever possible, trainees who are allowed leave should be required to make up the lost time by working additional hours.

[TR-186, dated 22nd May 1941.]

9. **Workmen's Compensation Act.**—It has been decided that the Indian Workmen's Compensation Act, 1923 (VIII of 1923) shall be applied to all training centres other than those situated in Indian States which have their own Workmen's Compensation Acts, and the Governor General in Council will accept the employers' liability under that Act for any injuries which may be incurred by trainees by accidents arising out of and in the course of their training. In the case of Indian States having their own Workmen's Compensation Act, the Governor General in Council will accept the same liability under the State Act. Where no State Law exists, the Governor-General in Council will pay such compensation to injured persons as they would have been entitled to receive from their employers, had the Workmen's Compensation Act, 1923 (VIII of 1923) been applicable to the training centre concerned. If any case of these kinds occurs, action should be taken in accordance with the appropriate provisions of the Act and particulars should be reported to the Department of Labour through the Regional Inspector concerned.

NOTE.—Copies of the Workmen's Compensation Act, 1923 (VIII of 1923) may be obtained on payment from the Manager of Publications, Central Publication Branch, Delhi, the cost being debited to "Contingencies".

[TR-347, dated the 24th June 1941 and TRA-347, dated the 15th December 1941.]

10. **Medical.**—(1) *Medical treatment.*—Trainees may be allowed such medical treatment as they require from time to time at the cost of the Central Government and charges on this account up to Rs. 10 per trainee on any one occasion may be paid by Heads of training centres without reference to the Regional Inspector or the Labour Department. Expenditure in excess of this amount may be incurred when necessary but the bills should be submitted to the Regional Inspector concerned. If a trainee has under the orders of the medical officer of the training centre to go for medical treatment to a place at a distance of more than five miles from the centre, he may be granted travelling allowance at the rate mentioned in paragraph 2 (4).

The medical expenses of sick trainees living at their homes or with their guardians will not be paid by Government, but if the trainees are actually attending the classes they may receive free treatment at the training centre like other trainees. Patent medicines should be allowed to trainees only at their own cost.

NOTE.—It is suggested that as a general rule the doctor's fee for attending trainees should not exceed Rs. 2 per trainee per visit.

[TRA-186, dated the 16th September 1941.]

(2) *Injuries.*—Trainees who are compelled to absent themselves from duty owing to injuries contracted while actually at work will, for the period of such absences, be paid half-monthly allowances at rates determined by their stipends as shown in Appendix VI (*cf.* para. 9). These allowances should be paid by Heads of Training Centres without previous reference to the Regional Inspector or the Department of Labour but the particulars of each such case should be reported to the Department of Labour through the Regional Inspector.

[TRA-347, dated the 15th December 1941.]

(3) *Absences due to illness.*—Trainees living in hostels who are unable to attend for duty owing to illness will receive stipends at half rates less a proportionate reduction to cover the hostel charges payable by them for the periods of their absence subject to a maximum of 15 days in a year. Trainees who are not living in hostels may be allowed stipends at half rates for periods of sickness up to a maximum of 15 days in a year.

Trainees who require leave on medical grounds for more than 15 days and who do not go to hospital for treatment may, on production of a medical certificate signed by a medical officer not below the rank of Assistant Surgeon, be allowed leave without stipends for a maximum period of six weeks in continuation of or in addition to 15 days absence on half stipends. If a medical officer of the rank of Assistant Surgeon is not within easy reach, a certificate signed by a registered medical practitioner may be accepted.

[TRA-58 (1), dated the 19th September 1941 and TRA-186 (1), dated 21st March 1942, and TRA-1086 (108).]

(4) *Hospital treatment.*—In cases of serious injury or illness, arrangements should be made for trainees to be admitted to the nearest hospital. In such cases, the seat rent, diet charges not exceeding Re. 1 per day, cost of medical treatment and actual conveyance charges to the hospital and back by the cheapest mode of conveyance available (gharry or tonga), will be met by the Central Government and bills for these charges should be submitted to the Regional Inspector concerned. Trainees who are admitted to hospital for illness other than injuries received while at work will be paid stipends at the rate of Rs. 10 per month during the period of their stay in hospital, subject to a maximum of two months. Trainees who are not fit for duty after two months in hospital should be discharged from the training centre from the date of expiry of the two months and paid travelling expenses to their homes by the shortest or cheapest route at the rate of one third class single railway or steamer fare *plus* one anna per mile for road journeys provided the distance exceeds five miles and the medical officer concerned certifies that they are not fit to return to duty. In such cases the bills drawn from the treasury will not require the countersignature of the Regional Inspector.

[TRA-58 (1), dated the 19th September 1941 and TRA-58|194.]

(5) *Cases of hardship.*—If any case arises in which the operation of these instructions is likely to cause serious hardship, the Head of the training centre should obtain the special orders of the Central Government through the Regional Inspector concerned who will make his recommendations in the matter.

[TR-186, dated the 22nd May 1941.]

(6) *Training fees.*—Full training fees will be payable to training centres during the absence of trainees in hospital or on medical leave.

[TRA-58 (1), dated the 19th September 1941.]

(7) *Physical training.*—Heads of training centres are requested to do what they can to improve the health of the trainees in their charge and particularly to encourage out-door games and physical training. Where the number of trainees at any training centre is sufficient to justify such an arrangement, the Central Government will be prepared to consider proposals for the appointment of a Physical Training Instructor and a monthly grant not exceeding annas four per trainee towards the cost of games equipment.

[TR-76, dated the 28th June 1941.]

11. Discipline.—(1) *Rules of centres to be enforced.*—Subject to the provisions of this paragraph and to such relaxations as the Head of the training centre considers necessary or desirable, all trainees will be governed by the ordinary rules and customs of the training centres to which they are allotted.

(2) *Payment of Wages Act to apply.*—Fines and deductions from stipends may be imposed on trainees by Heads of training centres in accordance with the provisions of the Payment of Wages Act, 1936 (IV of 1936) which will be regarded as applicable to all technical training centres whether they are workshops, factories or institutions. The total amount of fine which may be imposed on a trainee in any one month will accordingly be limited to half an anna in the rupee of the stipend admissible.

NOTE.—Copies of the Payment of Wages Act, 1936 (IV of 1936) may be obtained on payment from the Manager of Publications, Central Publication Branch, Delhi, the cost being debited to "Contingencies".

[TR-347, dated the 17th June 1941.]

(3) *Deductions for damage or loss.*—Trainees are liable to pay for any damage to or loss of goods expressly entrusted to them for custody where such damage or loss is directly attributable to their neglect or default and deductions may be made for this purpose from their stipends. The deductions must not, however, exceed the amount of the damage or loss caused. The prices of such goods will be published periodically in the monthly Directive.

(4) *Deductions for absence.*—Proportionate deductions of stipends may be made in the case of all unauthorised absences from duty and in addition to such deductions, fines may be imposed for such absences. If a trainee persists in absenting himself without due cause, the Head of the centre should consult the Regional Inspector with a view to his discharge.

(5) *Fines.*—The Payment of Wages Act has *statutory* application to all training centres which are "factories" within the meaning of the Factories Act, and under section 8 (8) of that Act all realisations of fines at those centres can be applied only to such purposes beneficial to the trainees as are approved by the prescribed authority. At centres where the Payment of Wages Act has *no statutory force*, there is no legal obligation to use fine realisations for the benefit of the trainees. The Central Government have, however, decided that the principle underlying the provisions of section 8 (8) of the Payment of Wages Act should be adopted at all such training centres and that the fines imposed at those centres should be credited to a fund to be established with the approval of the Regional Inspector concerned for the benefit of the trainees. In no case therefore will the fines realised from trainees be credited to Central Revenues. Fines realised from trainees in towns where there is a branch of the Imperial Bank of India or other reputable bank should be deposited in a Savings Bank account or if that is not practicable in a current account in that bank. If there is no branch of a reputable bank in the vicinity, the fines should be kept in the custody of the Head of the training centre.

[TRA-455, dated the 20th January 1942.]

(6) *Recoveries.*—Recoveries on account of deductions from stipends for loss of or damage to goods or property belonging to the Central Government should be credited to Central Revenues under the head "LII—Receipts connected with the war, 1939—Unclassified items" or may be

adjusted by short drawals in bills for stipends, the amount short drawn being shown in the bills as " Deduct—Recoveries from trainees ". Deductions made for loss of or damage to goods or property belonging to training centres may be appropriated by those centres.

[TR-58 (1), dated the 8th August 1941.]

12. **Discharges.**—Unless authorised to do so by special order of the Central Government, Heads of training centres may not discharge trainees except on the ground of medical unfitness as provided for in paragraph 2 (4). All National Service Labour Tribunals and all Regional Inspectors are authorised to discharge, order or approve the discharge of trainees on behalf of the Central Government and in cases where Heads of training centres consider that discharge is necessary for backwardness, misconduct, etc., and have not themselves been authorised to discharge, they should make their recommendations to the Regional Inspector concerned. The stipends of trainees who are discharged for misconduct and whose undertakings do not provide for the refund of stipends in the event of such discharge, and the stipends of trainees who are discharged for medical unfitness are not recoverable. Full stipends should, therefore, be paid in such cases up to the date of the trainee's discharge subject to any deductions that may be due. The stipends of trainees who are discharged for misconduct and whose undertakings expressly provide for a refund of stipends in the event of such discharge, will be recovered in the manner indicated in paragraph 13 (2). In these cases no payment should be made to the trainees at the time of their discharge. The signed undertakings of trainees who are discharged otherwise than for medical unfitness should be forwarded to the Chairman of the Tribunal after endorsement with the words " Discharged on.....for..... ". Cases of discharge need not be reported to the Central Government provided details are shown in the monthly progress reports.

NOTE.—Normally the Chairmen of Tribunals will exercise their power to discharge only in cases in which adverse police reports are received and under the terms of paragraph 18 (1) (iv).

[TR-129, dated the 2nd May 1941 ; TR-273, dated the 10th June 1941, and TR-272 (4), dated the 25th June 1941.]

13. **Resignations and recoveries of stipends.**—(1) *Refund of stipends by trainees who resign.*—If after enrolment any trainee resigns, absconds or leaves a training centre of his own accord, he becomes liable to refund the stipends which he has drawn up to that date, and as far as possible no trainee who has not passed the prescribed trade tests should be permitted voluntarily to leave a training centre unless he first deposits in cash the total amount of stipends drawn by him up to the date of resignation together with any other dues which may be outstanding against him. All such payments should be credited to Central Revenues under the head " LII—Receipts connected with the war, 1939—Unclassified items ".

(2) *Recovery of stipends from trainees who abscond or are discharged for misconduct.*—If a trainee leaves a training centre without the permission of the head of the centre, or resigns for any purpose other than to join a post in the technical branches of the services without depositing the stipends drawn by him, or if a trainee who is discharged for misconduct and whose undertaking provides for the refund of stipends in case of such

discharge, leaves a training centre without repaying the stipends due from him, the Head of the training centre should forward his signed undertaking to the Chairman of the National Service Labour Tribunal and furnish the following particulars so that steps may be taken to secure a refund of the amount due under the terms of the undertaking :—

(1) Name.
(2) Father's name.
(3) Permanent home address.
(4) Date of joining classes.
(5) Date of leaving classes.
(6) Total amount of stipends drawn.
(7) Details of other outstanding dues, if any, *viz.*, (a) clothing advance or grant, cost of badge, (b) hostel charges, (c) value of tools lost or removed.

NOTE.—The travelling allowance paid to a trainee on joining a training centre and dues on account of fines or deductions for absence from duty are not recoverable and should be excluded.

(3) *Treatment of absconders.*—(i) A trainee who absents himself from a traning centre for 10 consecutive days without permission and without informing the Head of the training centre of the reasons for his absence should be treated as an absconder and struck off the rolls with effect from the 11th day of his absence. If a trainee returns to a training centre after having been struck off as an absconder, he may be readmitted by the Head of the centre provided he gives a satisfactory explanation of his absence. Such cases should be reported to the Tribunal so that any action which may have been taken to secure a refund of the stipends paid to him may be dropped.

[TRA-273|99.]

(ii) If a trainee who has absconded is able to show at any subsequent date that he has actually joined one of the technical branches of the Services, the Technical Recruiting Officer should be informed and the trainee should be shown in the records of the training centre as having been allotted to the particular Service in which he has enrolled. In such cases the stipends paid to the trainee will not be recovered and the Head of the centre should report the fact to the Tribunal so that any action which may have been taken in this direction may be dropped.

[TR-273, dated the 17th June 1941, TRA-273|99, and TR-58 (1), dated the 8th August 1941 and TRA-408, dated the 9th February 1942.]

14. Casualties.—If any trainee is discharged from or leaves a training centre during the period of his training, the vacancy so caused and the trade in which it occurred should be reported at once by the Head of the training centre to the National Service Labour Tribunal or the Selection Committee concerned, the Chairman or President of which, if the vacancy is an original one, will select a candidate from the Reserve List held by the Tribunal or the Committee and direct him to join the training centre forthwith. The Chairman of the Tribunal or the President of the Selection Committee will supply the Head of the centre with particulars of the candidate so selected and instruct the candidate to hand over the written undertaking in the prescribed form to the Head

of the training centre on his arrival at the centre [paragraph 2 (1)]. The same procedure will be followed by Tribunals and Selection Committees in the case of such secondary vacancies as are to be filled under the instructions of the Labour Department.

NOTE.—" Original vacancy " means a vacancy which has never been filled or which is caused by the departure of a trainee from a training centre for any reason *without having passed* the prescribed trade tests and without being accepted for enrolment in one of the Defence Services. " Secondary vacancy " means any vacancy which is caused by the departure of a trainee from a training centre *after* having passed the prescribed trade test or after being enrolled or accepted for enrolment in one of the Defence Services.

[TR-40-I, dated the 2nd July 1941.]

15. Inspections.—Regional Inspectors have been appointed to visit each training centre, inspect and advise on the work of the trainees, submit the trainees to tests from time to time and assist the Heads of training centres in all matters affecting the training classes. It is hoped that Heads of training centres will consult the Regional Inspectors on all matters affecting the classes and the trainees and be guided to the fullest extent by their advice and suggestions. The names and addresses of the Regional Inspectors will be found in Appendix VII.

16. Departmental Visiting Officers.—In addition to the Regional Inspectors, an officer of the Indian Army Ordnance Corps or Ordnance Factories Directorate and the Technical Recruiting or Assistant Technical Recruiting Officer will visit each training centre on behalf of the Defence Services and Ordnance factories. A list of these officers will be found in Appendices VIII and III. The duties of these officers will be to consult with the Regional Inspectors and Heads of training centres from time to time with a view to ensuring that the training given is in accord with the needs of the Services and Ordnance factories as well as of industry generally, and to assist the Regional Inspectors in the trade testing and allocation of the trainees during the final stage of training.

17. Trade Tests.—(1) *May be held either at training centres or outside centres.*—Before any trainee is passed out for employment in the Services, Ordnance factories or civil industry, he will be submitted to a trade test under arrangements to be made either at the training centre or at an outside centre in the vicinity by the Regional Inspector in consultation with a representative of the Indian Army Ordnance Corps or Ordnance factories or the Technical Recruiting Officer. Trade tests may be conducted at training centres at any time during the period of the courses. Specifications of the tests which trainees will be required to pass will be supplied to Heads of training centres.

NOTE.—A panel of honorary Trade Testing Officers for each area has been appointed by the Labour Department to assist Regional Inspectors in trade testing.

(2) *Travelling allowance for tests at outside centres.*—If a trainee is required to undergo a trade test at any place outside a radius of five miles from the training centre, the Head of the centre should pay him single third class fare by the shortest, or cheapest route* to and from the place of the

*See Appendix XIII.

test *plus* one anna per mile for journeys performed by road *plus* a daily allowance of annas eight per day. All such charges may be met from the permanent advance placed at the disposal of the Head of the centre.

[TR-216, dated the 2nd April 1941.]

[TRA-418, dated the 23rd January 1942.]

(3) *Grant of travelling allowance to members of the instructional staff accompanying trainees sent for trade testing at outside centres.*—Travelling allowance may be granted to members of the instructional staff deputed by heads of centres to accompany trainees who are required to undergo trade tests at centres situated at places outside a radius of five miles from their centre, at the following rates :—

Employees of the Central Government.	At the rates admissible under the Fundamental and Supplementary Rules of the Central Government.
Employees of Provincial Governments.	At the rates admissible to them under the Travelling Allowance Rules of the Provincial Government concerned.
Employees of private institutions, workshops and factories.	At the rates admissible to the Provincial Government employees of corresponding status.

[TRA-418.]

18. Allotment and passing out of trainees.—(1) *Distribution between Services.*—All trainees will be distributed between the Services, Ordnance factories and civil industry as far as possible in accordance with the following rules which will be known as Trainees' Allotment Rules :—

(i) Every trainee should be trained in a trade which he is prepared to accept.

(ii) After two months training every trainee should be earmarked by the Head of the Centre for the Service, Department, or industry for which he appears suitable, taking into consideration any preference which he has expressed.

(iii) Particulars of the earmarking of trainees and their preferences, if any, should be communicated by the head of the centre to the Tribunal concerned which will decide in consultation with the Technical Recruiting Officer whether the individual preferences can be accepted having regard to the general recruiting situation.

(iv) If the number of trainees in any particular trade who have not expressed a preference for Army service is larger than is needed to supply the requirements of Ordnance and Civil Armaments Factories and Civil Industry, the least suitable of the trainees who are not willing to enrol should be given the alternative of enrolling in the Army or of being discharged so as to make way for other candidates. In such cases the discharges will be made under the orders of the Chairman of the Tribunal.

(v) Trainees who are discharged after two months training under rule (iv) above will not be required to refund their stipends as their training will not have been completed.

(vi) If a trainee who has completed his training and passed the prescribed trade tests is considered suitable for the Services and is required to meet an urgent demand from the Services but refuses to enrol, he should be discharged and his stipends should be recovered.

(vii) If a trainee who has passed the prescribed trade tests has not been earmarked for the Services or is found to be medically unfit for the Services, he should be allotted to a post in an Ordnance or Civil Armaments factory or civil industry provided in the latter case that he is certified fit for civilian service. If no post is immediately available in an Ordnance or Civil Armaments factory or civil industry for a trainee earmarked for such employment, the trainee should be given the option of continuing his training on his existing stipend with a view to passing the II grade trade tests (particulars of which have been supplied to Regional Inspectors and Chairmen of National Service Labour Tribunal), until such time as his services are required, or of leaving the training centre and being registered with the Tribunal. No trainee who has passed the prescribed trade tests, should be permitted to remain at a training centre for more than three days after receiving orders to join a post in a Service, Ordnance Factory or Civil Industry.

NOTE.—A trainee who passes the II grade trade tests will earn a higher wage than one who has passed the prescribed trade tests.

[TRA.-462 (1), dated the 17th December 1941.]

(2) *Lists of passed trainees.*—(i) Heads of training centres should forward lists in the form set out in Appendix IX, of all trainees passed as fit for employment by the Trade Testing Officer to the Chairman of the National Service Labour Tribunal, the Regional Inspector and the Technical Recruiting Officer concerned. In the case of trainees allotted to the services, posting orders will be issued by the Technical Recruiting Officer, in consultation with the Tribunals. In all other cases, the Chairman of the Tribunal will issue instructions to trainees to join specified Ordnance or Civil factories.

(ii) Particulars of all trainees who have passed the prescribed trade tests and have been earmarked for Ordnance or Civil Armaments factories should be forwarded by the Tribunal concerned direct to the Director of Factory Recruitment, 6, Esplanade East, Calcutta, who will inform the Tribunal of the factories to which the men should be posted under section 7 (or 10) of the Ordinance.

(iii) Particulars of trainees who have passed the prescribed trade tests and have been earmarked for civil industry should, if the men are not immediately required in the area in which they have been trained, be forwarded to the Chairmen of all other Tribunals so that arrangements may be made to supply them to undertakings which may be in urgent need for such men.

(iv) If a trainee who has been earmarked for work in an Ordnance factory or civil industry is unwilling to accept such employment, he should be conscripted under section 7 (or 10) of the National Service (Technical Personnel) Ordinance. In such cases, the stipends paid to the trainee should not be recovered.

(3) *Trade Test Certificate.*—On passing the prescribed trade tests, each trainee will be provided with a certificate to that effect in the Form given in Appendix X signed by the officer who supervised the tests and countersigned by the Head of the training centre. These certificates should not be handed over to passed trainees until they have joined the Service, Department or factory for which they have been earmarked.

[TR-350, dated the 23rd June 1941.]

(4) *Extension of courses for backward trainees.*—If at the end of a year's course of training, a trainee fails to pass the necessary trade tests, he may be re-enrolled for a further period of training provided the Regional Inspector considers that he will be able to pass the tests after a short additional period of instruction. This concession will, as a rule, be allowed only in cases in which trainees have been absent from the training classes for a considerable period owing to illness or other unavoidable causes.

(5) Trainees who are enrolled in the Army and despatched to another training centre and trainees who are called up for service in any other capacity should be paid their stipends up to the date of leaving the training centre *less* any deductions due from them on account of advances, fines, messing charges, etc. If there is no time to draw bills on the Treasury, there is no objection to such dues being paid out of the permanent advance. If in any particular case the amount of the dues outstanding against a trainee exceeds the amount of stipends payable to him, the excess should be reported to the authority to whose charge he is being transferred with the request that the amount be recovered from the trainee and that the amount so recovered *less* fines be deposited in the local treasury under the head " LII—Receipts connected with the war, 1939, Unclassified items ". Recoveries on account of fines should be remitted to the Head of the training centre for credit to the fund established under paragraph 11 (5).

[TRA-443, dated the 8th November 1941.]

(6) *Disposal of undertakings.*—As and when trainees leave a training centre after passing the prescribed tests or on being enrolled or selected for enrolment in one of the Defence Services, their signed undertakings should be forwarded to the Chairman of the Tribunal for disposal.

[TRA-350, dated 15th September 1941.]

19. Travelling allowance to trainees on termination of training.—All trainees who are selected for employment, other than those enrolled in the Services who will be governed by the Service rules, will be entitled to single third class railway fare to the place of their employment *plus* one anna per mile for journeys performed by road and a subsistence allowance of annas 12 per day or part of a day for the period of the journey. These allowances will be admissible only by the shortest or cheapest route* and

*See Appendix XIII.

may be advanced by the Head of the training centre out of the permanent advance placed at his disposal.

[TR-56|40, dated the 18th November 1940.]

20. **Progress reports.**—As soon as training begins at a training centre, the Head of the centre should forward to the Labour Department of the Central Government a report in the form given in Appendix XI showing the number of trainees, by trades, who have joined for training. Thereafter, the Head of the centre should prepare a monthly report on the progress of training in the same form and submit on the first day of every calendar month, one copy direct to the Labour Department and two copies to the Regional Inspector concerned.

Heads of Civmil Centres should also send one copy of the Progress Report to the Adjutant General in India, Recruiting Directorate, General Headquarters, New Delhi, and on the 1st and 15th of each month also send that officer a telegraphic report showing by trades in the case of Electricians, Fitters and Instrument Mechanics, the number of enrolled trainees under training, (i) with three months' training, and (ii) with less than three months' training. It will not be necessary to give these headings in the telegram but each trade will be followed by two sets of figures, the first denoting the number which falls under category (i) and the second the number which falls under category (ii).

[TRA.-906, A. G.'s Branch, u. o. No. 3022|A.G.-2 (b-2), dated the 2nd May 1942.]

21. **Accounts.**—(1) *Receipts and payments.*—Regular accounts of receipts and expenditure supported by vouchers should be maintained at all training centres and a monthly statement in the form given in Appendix XIV showing the expenditure incurred should be submitted to the Labour Department by the 15th of the month following that to which the expenditure relates. Instructions regarding the procedure for drawing training fees, stipends and contingent and other bills will be found in Appendix V.

[TRA.-72 (1), dated the 4th September 1941.]

(2) *Permanent advance.*—Each training centre will normally be provided with a permanent advance at the rate of Re. 1 per trainee calculated to the nearest sum of Rs. 5 and subject to a minimum of Rs. 10. This advance may be used to meet expenditure on stamps, purchase of Government publications, travelling allowance to trainees on joining a training centre, or for journeys to undergo trade tests or to join posts on the termination of their training, medical expenditure of all descriptions, lighting of and taxes on hostel accommodation provided by the Central Government and other contingent expenditure connected with such hostels including rent of hired houses, costs of disinfectants, cleaning materials, etc. It may not be used to meet workshop contingencies, for the purchase of stationery or for any other purposes than those stated above without special sanction. All other expenditure should be met from the training fees.

(3) *Accounts forms.*—The following forms required for the drawal of funds from the Treasury may be obtained free of charge from the Manager, Central Forms Store, 166, Dharamtala Street, Calcutta :—

(1) C. A. C. form No. 10.
(2) C. A. C. form No. 11 (Outer).

(3) C. A. C. form No. 14.
(4) C. A. C. form No. 15B.
(5) C. A. C. form No. 16.
(6) C. A. C. form No. 18.
(7) S. form No. 59.

(4) *Inspection and Audit.*—Regional Inspectors have been asked to make occasional inspections of the accounts and to ensure that the system is working satisfactorily. Heads of training centres are requested to afford the Inspectors the fullest assistance in this duty. Separate arrangements will be made by Accountants General for the audit of accounts, and Regional Inspectors are not expected to perform this function.

21A. Advances—Recovery of.—In order to avoid hardship to trainees who have taken an advance of stipend on joining a training centre and a clothing or any other advance, it has been decided that where more than one advance has been given to a trainee who gets less than Rs. 30 per month as stipend, the total monthly recoveries on account of all the advances taken together should not exceed Rs. 4 per month.

[Directive No. 1, dated the 15th April 1942.]

[TRA-58|187.]

22. Equipment.—(1) *Supplies.*—Equipment and machine tools are supplied to training centres under the orders of the Labour Department through the Inspector-in-charge of Supply, on the recommendations of the Regional Inspector concerned. Standard kits of tools have been fixed for most trades and particulars of these are given in the pamphlet entitled "Standard sets of Tools and Instruments", copies of which may be had from Regional Inspectors. The Tool Depot of the Inspector-in-charge of Supply is situated at Jamalpur (East Indian Railway), but his main office is at 12, Stephen House, Dalhousie Square, Calcutta, where all correspondence should be addressed. His telegraphic address is "SUPINS", Calcutta.

(2) *Freight.*—When equipment is supplied to a training centre at the cost of the Central Government, and the freight is not prepaid, funds to meet the freight may be obtained from the local treasury on the usual contingent bills subject to a maximum of Rs. 500 in any one case. Charges on account of cartage, coolie hire, etc., are also contingencies and may be met either from the permanent advance or by drawing contingent bills. Bills for freight and coolie hire and cartage charges on equipment supplied at the cost of Central Government do not require countersignature by the Regional Inspector before presentation at the treasury. Separate accounts showing the expenditure incurred on these charges should be maintained and the expenditure in each case should be added to the cost of the equipment in the Stock Register [see sub-paragraph (6)].

[TR.-58 (1), dated the 25th January 1941.]

(3) *Shortages and breakages.*—The following procedure should be observed in taking delivery of consignments of equipment from the railways. The boxes or packages should be weighed before being taken over and the weight compared with that stated in the Railway Receipt. If there is any discrepancy between the actual weight and the weight shown in the Railway Receipt, or if any box or package shows signs of having been

tampered with, the box or package should be opened in the presence of the Goods Clerk and the contents listed and signed by both parties. If any articles are missing, a claim for the shortage should be lodged at once against the railway and the consignor informed accordingly. Once a box or package has been signed for and removed from the railway premises, no claim for shortages can be made against the railway. In cases where machines are suspected to have been damaged during transit, open delivery should be taken from the railway and a claim put in for the cost of the damage if the suspicion is subsequently confirmed.

Suppliers will not ordinarily accept the liability for damage unless the broken article is submitted for their inspection before any repairs are carried out. In order, however, to avoid delay in training when equipment supplied at the cost of the Central Government arrives in damaged condition, the nature of the damage and an estimate of the cost of repairs should at once be sent to the Labour Department through the Regional Inspector for sanction to the carrying of the repairs. A copy of all such reports should also be sent simultaneously to the Inspector-in-charge of Supply, so that he may take up the matter with the suppliers.

The cost of shortages or damage when recovered should be credited to Central Revenues under the head " LII—Receipts connected with the war, 1939—Unclassified items ".

[TR.-28, dated the 3rd June 1941, TRD.-28-VIII.]

(4) *Bills.*—On receipt of the Supply Department bills for equipment supplies, Certificate No. 2 on the back of the form should be filled in and signed legibly by the Head of the training centre. In filling in the certificate under the heading " The classification for the purposes of adjustment of the charges ", entries should be made on the following lines :—

(1) Head of charge (Major, minor, detailed head, primary and secondary unit).	64-Miscellaneous expenditure connected with the War—II—Scheme for the training of Skilled Artisans—H. 6-Other Charges.
(2) Month and year to which the charges relate.	January 1942 or 1943 (as the case may be).
(3) Designation of the Accounts Officer by whom adjustable.	Accountant General or Comptroller of the Province concerned, or in the case of Indian States, the Accountant General of the Province with whom the State is in account.
(4) Name of the Province to which debitable.	Punjab, Bombay, etc., as the case may be.

On completion of the bills, they should be forwarded to the Deputy Controller of Supply Accounts, Calcutta. The bills should not be sent to the Labour Department.

[TR.-28, dated the 17th May 1941.]

(5) *Replacements and consumable stores.*—Although the Central Government provides training centres with an initial supply of tools, it is the intention that the centres themselves should bear the cost of replacement

of such expendable material as files, chisels and hacksaw blades and mild steel and tool steel which are regarded as consumable stores. The Labour Department have provided reserve stocks of all these articles for supply to training centres *on payment* and the procedure for obtaining them is outlined in the " Stores Guide " in Part III—pages 31-38.

(6) *Stock register.*—Every training centre should maintain a register of all tools and equipment provided at the cost of the Central Government either by local purchase or through the Inspector-in-charge of Supply, giving a brief description of each item, date of receipt, bill or invoice number and date, the cost, the freight and incidental charges incurred in taking delivery from the Railway or Steam Company. All articles included in the stock register should be verified half yearly by actual count by the Head of the training centre or a responsible officer deputed by him for the purpose and a certificate of verification recorded in the stock register under his dated signature.

(7) *Annual returns.*—Training centres are required to forward annually on the 1st April to the Department of Labour, a return showing the equipment, tools, instruments, etc., purchased by them locally or supplied by firms direct (not through the Inspector-in-charge of Supply) at the cost of the Central Government during the course of the preceding financial year. The return should be prepared in the form given in Appendix XVI.

[TRD.-2032.]

(8) *Ownership and care of equipment.*—Unless otherwise stated all equipment (including furniture and fittings) supplied by the Central Government will remain the property of the Central Government. Many of the instruments supplied are delicate and costly and Heads of training centres are requested to take measures to ensure that all the equipment supplied to them is treated with the greatest care. The responsibility for the safety of tools issued to trainees rests with the trainees themselves and before a trainee proceeds on leave, is allowed to resign or is discharged, he should be required to return or account for all tools issued to him. Interchanges of tools and machines between training centres is not permissible without the prior approval of the Labour Department.

[TR.-43 (1), dated the 28th June 1941.]

(9) *Complaints and correspondence.*—Complaints and other correspondence regarding tools and equipment supplied to training centres should be addressed to the Inspector-in-charge of Supply and *not* to the Chief Controller of Purchase (Munitions), Calcutta, or to the Labour Department.

[TRA.-28, dated the 19th February 1941.]

23. Buildings.—All buildings and extensions to buildings constructed at the cost of the Central Government should be regarded as belonging to the Central Government until the question of ownership is decided when the Training Scheme comes to an end. Where the Central Government has shared the cost of a new building with a training centre, the building will be regarded as the joint property of the training centre and the Central Government until an arrangement is arrived at with regard to its ownership at the end of the war.

[TR.-43 (1), dated the 28th June 1941.]

24. Instructional staff.—(1) *Classes of Instructor.*—There may be three categories of instructors at technical training centres, *viz.*—

(i) Members of the permanent instructional or workshop staff of the centres ;

(ii) Instructors appointed by Heads of training centres at the cost of the Central Government ; and

(iii) Instructors appointed to technical training centres under section 7 or 10 of the National Service (Technical Personnel) Ordinance, 1940.

(2) *Leave and terms of service.*—The terms of service of the first category of instructors will remain unaltered and Instructors of this class may be allowed leave under the ordinary rules applicable to them at the training centres. Instructors of the second category will be regarded as temporary employees of the Central Government and may be allowed leave with pay equivalent to 1|22nd of the period spent on duty provided that when the earned leave due amounts to 30 days no further leave shall be earned. The leave salary admissible during such leave will be the pay admissible to the instructor on the day before the leave commences. In addition to earned leave, instructors in this class may be allowed extraordinary leave without pay for a period not exceeding three months on any one occasion in consultation with Regional Inspectors, who will be guided by the Central Government's Revised Leave Rules. Casual leave with pay up to ten days in a year may also be granted at the discretion of the Heads of Training Centres provided there is no interference with training. The leave and other terms of service admissible to the third category of instructors will be fixed in the order passed under section 7 or 10 of the Ordinance.

As a general rule, instructors of the second and third categories will be allowed free medical attention to the extent allowed to trainees, and subject to the conditions laid down in paragraph 10 (1), but will not be provided with free accommodation. The Workmen's Compensation Act will apply to instructors of these two categories and the Central Government will accept the employer's liability in their case.

[TRA.-347, dated the 22nd July 1941 ; TRA.-401, dated the 11th August 1941, ; [TRA.-401, dated the 26th February 1942.]

(3) *Leave not to interfere with training.*—It is important that the leave granted to instructors whether members of the regular staff or specially appointed under the scheme should not interfere with training. The grant of leave should therefore be arranged in such a way that training may continue intensively and without interruption.

(4) *Advertisement for Instructors.*—Where additional instructional staff is sanctioned by the Central Government, Heads of training centres who have no suitable men in view should in the first instance advertise for the men they require in consultation with the Regional Inspector. If after advertisement they decide to select a candidate who is employed in a factory or workshop, they should ask the selected candidate to apply to the local Tribunal for permission to leave his employment under section 13 (2) of the National Service (Technical Personnel) Ordinance and at the same time write to the Chairman of the Tribunal (endorsing a copy of their letter to the Regional Inspector) and ask him to use his

good offices in securing the services of the selected candidate. If suitable men cannot be obtained by advertisement, Heads of training centres should submit an application in the form given in Appendix XII to the Chairman of the local National Service Labour Tribunal, sending a copy at the same time to the Labour Department of the Central Government and the Regional Inspector.

[TR.-56, dated the 27th December 1940.]

(5) *Travelling allowance for Instructors.*—(i) Instructors under the Technical Training Scheme may be granted travelling allowance when transferred from one centre to another at the same rates as are admissible to Government servants of their grade, *viz.* :—

For rail journeys : three fares of inter class accommodation and an extra fare for each adult member of his family who accompanies him and for whom a full fare is actually paid and one-half fare for each child for whom such fare is actually paid ; and

For journeys by road : mileage allowance at annas four per mile for himself and additional mileage allowance at annas two per mile if two members of his family accompany him but at annas four per mile if more than two members of his family accompany him.

(ii) Travelling allowance for joining first appointments will be admissible only if the Instructor is conscripted under section 7 or 10 of the National Service (Technical Personnel) Ordinance or is already in Government service or has been trained by Government for appointment as an instructor.

(iii) When an Instructor trainee is posted to a training centre as Instructor on the completion of his training, the travelling allowance admissible will be one single third class railway fare *plus* one anna per mile for road journeys provided the distance exceeds 5 miles, in respect of Mistri Instructors, and one single inter class railway fare *plus* one anna per mile for road journeys as above in respect of Supervisor Instructors.

(iv) The travelling allowance bills of Instructors to whom travelling allowance is admissible will be countersigned by the Regional Inspector concerned and drawn from the treasury in the usual way by the Heads of the training centres to which the Instructors are posted, the expenditure being debited to the head " 64—Miscellaneous expenditure connected with the War, 1939—Scheme for the training of skilled artisans ".

(v) These orders do not apply to Specialist Instructors.

[TRA.-469 (1), dated the 23rd January 1942, TRA.-89, dated the 20th March 1941, and TRB.-630, dated the 4th November 1941.]

(6) *Specialist Instructors.*—A certain number of British Specialist Instructors have been appointed to selected training centres. These men are employees of the Central Government and their services have been lent to the selected training centres for the duration of the war. During their stay at training centres, the Specialist Instructors will work under the supervision and direction of the Heads of the centres, but may not be

discharged or removed by them. The Instructors will conform to the normal hours of work in force at the training centres and will be expected to follow as far as possible the rules and customs applicable to other members of the instructional staff.

[TR.-150-I, dated the 25th June 1941.]

(7) *Questions affecting Specialist Instructors.*—If the Head of a training centre wishes the transfer of a Specialist Instructor, he should communicate with the Regional Inspector. All applications for leave and all questions affecting the terms of service of these Instructors should be submitted to the Regional Inspectors who have been supplied with full information on the subject. All Specialist Instructors will be allowed free medical attendance and treatment under the rules, contained in the pamphlet entitled " Medical attendance and treatment of officers of the Superior Civil Services serving under the administrative control of the Governor General in Council ", copies of which have been supplied to Regional Inspectors.

24A. Clerical staff.—Whole-time clerical staff employed at training centres at the cost of the Central Government may be granted leave to the same extent and under the same conditions as the instructional staff employed at the cost of the Central Government.

[TRA.-401, dated the 11th August 1941.]

25. Miscellaneous.—(1) *Correspondence.*—Over 320 training centres have now been approved under the Technical Training Scheme and the number is eventually likely to exceed 400. It is therefore essential that correspondence with the Central Government should be cut down to a minimum. Where difficulties arise, Heads of training centres should endeavour to settle them in consultation with the Regional Inspector concerned. *All applications for additional staff or equipment and all proposals which involve additional expenditure should invariably be sent through the Regional Inspector and not direct to the Labour Department which before passing orders must in any case obtain the views of the Regional Inspector.* Certain financial powers have now been delegated to Regional Inspectors and in many cases these officers can sanction the requirements of training centres without reference to the Department of Labour.

Trainees are not permitted to correspond with the Central Government.

(2) *Forms and pamphlets.*—Requests for forms, pamphlets and other papers issued in connection with the training scheme should *not* be addressed to the Labour Department. Regional Inspectors have been provided with a supply of the following forms and pamphlets, and all applications for copies of these should be addressed to them :—

1. Form of monthly progress report.
2. Form I (Covering letter to accompany form for verification of antecedents of trainees).
3. Form II (Verification of antecedents).
4. Trade Test Certificate.
5. Form K. [National Service (Technical Personnel) Rules]—Application for instructors.

6. Monthly expenditure statement.
7. Form of application for training.
8. Form of undertaking.
9. Form of Medical Officer's report.
10. Annual Stock Return.
11. Form of indent for mild and cast steel.
12. Application form for License for Steel.
13. "Technical Training Scheme, 1940".
14. "Training Manual, 1942".
15. "Standard sets of Tools and Instruments".
16. "Fitting Course".
17. "Turning Course".
18. "Syllabuses of Training and Trade Tests".
19. "Technical Training Scheme—Prospectus" (replacing "Terms and conditions of Service of Technical Personnel").
20. "Join the Indian Army Ordnance Corps".

[TRA-440.]

26. **Continuance of the Training Scheme after the war.**—Arrangements have been made whereby trainees who enrol in the technical branches of the Defence Services before the completion of their training in accordance with the prescribed syllabuses may return to selected training centres and complete their training on the existing terms on being discharged from the Services at the end of the war. For this purpose the Training Scheme will be continued for a period of 18 months on the conclusion of the war. Trainees who wish to take advantage of this arrangement should be asked to register themselves with the Head of the training centre before leaving to join the Services.

[TRA-419 (1), dated the 5th December 1941.]

PART II.

The Civmil Plan.

1. **The Plan.**—Large numbers of trainees are required for the technical branches of the Indian Army. It is necessary to ensure at as early a stage of training as possible that the material needed to meet these requirements will be available when wanted. A scheme has therefore been introduced whereby (1) trainees who volunteer and are suitable for Army Service may enrol at any time after joining a training Centre and, if qualified, receive Army rates of pay, and (2) enrolled trainees may be concentrated at selected training centres under the Technical Training Scheme until they are sufficiently advanced in training to be transferred to Army Training Centres. The Scheme is known as the " Civmil " Plan and the selected training centres to which enrolled trainees are sent are termed " Civmil " Centres. A list of these centres will be found on pages 28 and 29.

2. **Enrolment.**—Any trainee who wishes to volunteer for service in the Army should register with the Head of the Training Centre who will inform the Technical Recruiting Officer from time to time of the number of volunteers. The Technical Recruiting Officer (or a member of his staff) will make periodical visits to training centres and enrol as many volunteers as are found medically fit and otherwise suitable for service with the forces. Heads of Training Centres will forward lists showing the names and trades of the trainees who have been enrolled to the National Service Labour Tribunal and the Regional Inspector concerned. As soon as possible after their enrolment all trainees at civil training centres will be transferred to Civmil centres under the orders of the Technical Recruiting Officer.

3. **Transfers to the Services.**—Fitter, Electrician and Instrument Mechanic trainees who enrol in the Army may be transferred either from civil or Civmil centres to Army training centres as soon as they have completed three months' training, while trainees in other trades required by the Army will be transferred as soon as they have passed the prescribed trade tests.

4. **Home leave on posting.**—Enrolled trainees may be allowed 7 days' casual leave with full pay before being posted to an Indian Army unit or an Army training centre at the discretion of the Technical Recruiting Officer in the case of trainees at civil training centres or the Head of the centre in the case of Civmil training centres. In such cases each trainee will be provided by the Technical Recruiting Officer or other competent Military authority with concession vouchers which will enable him to perform the return journey to his home and back to the training centre on payment of a single third class fare.

5. Pay of enrolled trainees.—Subject to the provisions of paragraph 6, trainees who are enrolled in the Army will be eligible from the date of their enrolment for the Improver rate of pay, *viz.* :—

Trades.	Basic pay.	Trade pay.	Haircutting and washing allowance.	Ration allowance.	Total cash per month.
	Rs. A. P.	Rs. A. P.	Rs. A. P.	Rs. A. P.	Rs. A. P.
Blacksmith, Boilermaker, Bricklayer, Carpenter, Draughtsman, Electrical Fitter, Electrician, Engine Artificer, Fitter, Instrument mechanic, Machinist (Metal), Mason, Moulder, Pattern maker, Plumber, Riveter, Surveyor, Tin and Coppersmith, Turner, Welder (oxy or electric) and Wireless Operator.	16 0 0	11 4 0	*0 10 0	*9 6 0	37 4 0
Armature Winder, Engine Driver (I. C.), Engine Driver (Steam), Linesman, Painter, Roller Driver, Textile Refitter, Vulcanist and Wireman.	16 0 0	9 6 0	*0 10 0	*9 6 0	35 6 0

* Payable only at Civmil centres. At Army training centres free rations and free hair cutting facilities, etc., will be provided and these allowances will not be admissible.

6. Standard to be attained by volunteers.—Trainees who volunteer to enrol but do not satisfy the Technical Recruiting Officer that they are likely to make efficient tradesmen will be allowed to enrol at the discretion of the Technical Recruiting Officer, but will receive only the normal stipends of Rs. 27 for Matriculates or Rs. 22 for non-Matriculates until such time as they are certified by the Head of the centre to have reached the stage of being likely to make efficient tradesmen. They will then become eligible for the Improver rate of pay.

NOTE.—The expression "likely to make an efficient tradesman" means that the trainee must show sufficient intelligence and elementary mechanical aptitude to justify the belief that he is likely with further training to become a competent tradesman in a reasonable time.

7. Improver's rate not payable at civil centres.—As a matter of administrative convenience, the Improver rate of pay will not be paid at civil training centres. As soon, however, as an enrolled trainee is transferred from a civil training centre to a Civmil or an Army training centre, he will be paid by the Head of that centre the difference between the stipends drawn by him at the civil training centre and the increased rate of pay to which he became entitled with effect from the date of his enrolment in the Army or in cases falling under paragraph 6, the date on which he was certified to be likely to make an efficient tradesman.

8. Filling of vacancies at Civmil centres.—All vacancies at Civmil centres in trades required by the Indian Army (*see* para. 9) will be filled by Technical Recruiting Officers and their staff, preferably by the transfer of enrolled trainees from civil training centres. If, however, a sufficient number of enrolled trainees is not available, Technical Recruiting Officers may fill the vacancies by direct recruitment from the open market. If

they are unable to do this, they may arrange with National Service Labour Tribunals or local Selection Committees for the vacancies to be filled direct by these organizations from among candidates who are willing to serve in the Army and who will be prepared to enrol on the first visit of a member of the Technical Recruiting Staff. Candidates who are accepted on this condition and who do not enrol when called upon to do so, should be discharged by the Head of the centre, the facts of each case being reported to the Chairman of the Tribunal.

9. Trades required by Army.—For the purpose of filling vacancies at Civmil centres the following trades will be regarded as trades required by the Army :—

Armature winders, Blacksmiths, Boilermakers, Bricklayers, Carpenters, Draughtsmen Mechanical (III Grade), Electricians, Electric Fitters, Engine Artificers, Engine Drivers (I. C.), Engine Drivers (Steam), Fitters, Instrument Mechanics, Linesmen, Masons, Painters, Pattern Makers, Plumbers, Riveters, Roller Drivers, Surveyors, Textile Refitters, Tin and Copper Smiths, Vulcanists, Welders (Electric), Welders (Oxy-acetylene), Wireless Operators and Wiremen.

NOTE.—Trainees undergoing training in other trades may, though recruited by Tribunals or local Selection Committees, be enrolled in the Services under the terms of the Civmil Plan subject to such limits as may be communicated to Technical Recruiting Officers in demands from General Headquarters. If a Tribunal considers that in any particular case the responsibility for filling vacancies at a Civmil centre in trades not included in this list should be transferred to the Technical Recruiting Officer, the Chairman should approach the Labour Department.

10. Administration of Civmil Centres.—Civmil training centres will be administered according to the Instructions contained in Part I of this pamphlet, including those relating to leave, sickness, medical treatment and holidays, and will remain under the inspection and administrative jurisdiction of the Regional Inspectors acting on behalf of that Department. All enrolled trainees will, however, be subject to military discipline and though subject in all respects to the orders and general control of the Head of the training centre, they may not be punished or discharged except by order of a competent military authority to be appointed for the purpose by the local District Commander. If any disciplinary question arises at a civil centre before the transfer of an enrolled trainee to a Civmil or Army centre, the Head of the Centre should report the case to the Technical Recruiting Officer and the trainee concerned will be transferred as quickly as possible to the nearest Civmil centre.

11. Transfers of enrolled trainees.—All transfers of enrolled trainees to and from training centres will be made under the orders of the Technical Recruiting Officer and the trainees will travel on warrants issued to them by the Technical Recruiting Officer or other competent military authority. They will also be paid ration allowance in lieu of free rations for rail journeys at the rate of 0-8-0 per day and their actual expenses for road journeys. These payments will be made by the Technical Recruiting Officer if available, or if not, by the Head of the centre under the written authority of the Technical Recruiting Officer. If a trainee leaves a training centre before receiving his ration allowance or road expenses, these will be paid to

him by the Head of the Civmil or Army training centre or Unit to which he has been transferred.

12. **Records of enrolled trainees.**—The records and all papers concerning enrolled trainees will be kept by Heads of training centres who will prepare and despatch the last pay certificates of trainees transferred therefrom to Army or Civmil training centres, copies of the necessary forms being provided by the Technical Recruiting Officers.

13. **Payments.**—All payments made by Heads of Training Centres to trainees on and after the date of their enrolment in the Army by way of stipends, pay and allowances or road expenses will be debitable ultimately to Defence Estimates. All such expenditure whether incurred at civil or Civmil centres will, however, be met in the first instance from the grant under the head " 64—Miscellaneous expenditure connected with the war, 1939 " in accordance with the procedure laid down in Appendix V. The amounts required for payment to enrolled trainees at both civil and Civmil centres should be drawn on separate bills marked " Civmil Plan—enrolled trainees ", one section being confined to trainees who are eligible for the Improver rate of pay and the other being used for other enrolled trainees, *i.e.*, those who have not yet been certified by the Head of the centre to have reached the stage of being likely to make efficient trademen and who are consequently entitled only to the usual amounts of Rs. 27 per month.

NOTE.—As the Improver rate of pay cannot be drawn at civil training centres, all enrolled trainees at those centres, *i.e.*, those in both the sections referred to above, will be paid stipends at the usual rates, *viz.*, Rs. 27 per month for matriculates and Rs. 22 for non-matriculates.

14. **Accounting.**—The expenditure incurred by both civil and Civmil training centres on the payment of stipends or pay and allowances or cost of conveyance by road when paid by Heads of centres to enrolled trainees will be recouped by Accountants General by lump sum contributions from Defence Estimates, the recoveries being exhibited as reductions of expenditure under the head " 64—Miscellaneous expenditure connected with the war " through distinct deduct entries. All other charges connected with the training of enrolled trainees at civil or Civmil centres will continue to be met until further orders from the head " 64—Miscellaneous expenditure connected with the war, 1939 ".

15. **Treatment of vacancies.**—All vacancies caused by transfers to Army training centres will be treated by Tribunals and Selection Committees as " secondary " vacancies. Vacancies caused by transfers to Civmil training centres will be regarded as " original " vacancies (*see* Note to paragraph 14—Part I).

LIST OF CIVMIL CENTRES.

Assam.

1. H. R. H. the Prince of Wales Technical School, Jorhat.
2. Surma Valley Technical School, Sylhet.

Bengal.

3. I. G. N. and Rly. Co., Ltd.'s Garden Reach Workshop, Calcutta.
4. Calcutta Tramways Company, Ltd., Nonapukur Workshop, Calcutta.
5. Vishnupur Technical School, Vishnupur.
6. Government Dockyard, Narayanganj.
7. Moberly Technical School, Hooghly.
8. I. G. N. Co., Ltd., Sonachara Workshop, Narayangunge.
9. Ahsanullah School of Engineering, Dacca.
10. Calcutta Engineering College, Ballygunge, Calcutta.

Bihar.

11. Bihar College of Engineering, Patna.
12. Public Works Department Workshop, Dehri-on-Sone.
13. Jamshedpur Technical Institute, Jamshedpur.

Bombay.

14. Bombay Technical Training Centre, Colaba, Bombay.
15. Engineering College, Poona.
16. Nowrosjee Wadia College, Poona.
17. King Edward VII Technical Institute, Dhulia.
18. R. C. Technical Institute, Ahmedabad.
19. F. S. Parekh Technical Institute, Surat.
20. School of Industry, Ratnagiri.
21. Victoria Jubilee Technical Institute, Bombay.

Central Provinces and Berar.

22. The Government School of Handicrafts, Akola.
23. Government Engineering School, Nagpur.

Delhi.

24. Delhi Polytechnic, Delhi.
25. Technical Institute, Anglo-Arabic College, Delhi.

Madras.

26. P. Orr and Sons, Ltd., Madras.
27. P. S. G. and Sons Charity Industrial Institute, Peelamedu, Coimbatore.
28. Government Industrial School, Calicut.
29. Government Industrial School, Madura.
30. P. T. Lee Chengalvaroya Naicker's Technical and Industrial Institute, Madras.
31. The Madras Training Centre, Anantapur.
32. Ramakrishna Mission Industrial School, Mylapore, Madras.
33. Instrument Mechanics Training Centre, Hindupur, Madras.

North-West Frontier Province.

34. Technical Training Centre (Civmil), Peshawar.

Orissa.

35. Orissa School of Engineering, Cuttack.

Punjab.

36. North Western Railway Workshops, Moghalpura.
37. Punjab College of Engineering and Technology, Lahore.
38. Government Metal Works Institute, Sialkot.
39. Government Industrial School, Ferozepore City.

Sind and Baluchistan.

40. N. E. D. Engineering College, Karachi.

United Provinces.

41. Thomason Civil Engineering College, Roorkee.
42. Central Wood Working Institute, Bareilly.
43. Allahabad Technical Training Centre, Allahabad.
44. Government Technical Institute, Gorakhpur.
45. Government Technical Institute, Lucknow.
46. Engineering College, Muslim University, Aligarh.
47. Govt. School of Agriculture, Bulandshahr.

STATES.

Baroda.

48. Kalabhavan Technical Institute, Baroda.

Bhavnagar.

49. Bhavnagar State Railway, Port and P. W. D. Workshops, Bhavnagar.

Indore.

50. The Rasalpura Vocational School, M. C. C. Mission, Mhow.

Jodhpur.

51. Jodhpur Railway Workshop, Jodhpur.

Mysore.

52. Engineering College, Bangalore.

Travancore.

53. College of Engineering, Trivandrum.

N.B.—This list is liable to change.

PART III.

Stores Guide.

I. This Guide deals with the supply of consumable stores such as files, chisels, hacksaw blades, mild steel, tool steel and carbide of calcium to training centres on payment. Owing to the vast demand for these items, they are now practically unobtainable in the market and to avoid any interference with training, the Labour Department have arranged for the Inspector in-charge of Supply to hold reserve stocks for sale to training centres.

Equipment.

II. The following items will be held in the reserve stock. The prices given are approximate only and will vary in accordance with market fluctuations :—

	Rs.	A.	P.	
Hack-saw blades any size 8" to 12"	1	5	3	per doz.
	to			
	1	6	8	per doz.
Cold Chisels Flat 3/8"				
Cold Chisels Flat 3/4"				
Cold Chisels cross cut 1/4"	0	9	0	to 0-14-0 each.
Cold Round nose 1/4"				
Chisels flat 1"				
Files Flat Rough 10"	18	3	6	per doz
Files ½ Round Rough 10"	29	14	6	,,
Files Flat 2nd cut 10"	24	6	0	,,
Files Square 2nd cut 10"	41	7	6	,,
Files ½ Round cut 10"	39	12	6	,,
Files 3 Square 2nd cut 8"	18	0	0	,,
Files Round 2nd cut 8"	35	13	6	,,
Files Flat Smooth 6" or 8"	20	4	6	,,
Files ½ Round Smooth 6" or 8"	27	15	6	,,
Twist-Drills ½" to 1" by 1/16"	305	0	0	per set.

Applications for supplies from this stock should be forwarded to the Inspector in-charge of Supply, 12, Stephen House, Dalhousie Square, Calcutta, through the Regional Inspector concerned and payment should be made in accordance with the instructions contained in paragraph VIII.

[T. R. D.-450 (1), dated the 31st January 1942.]

Reconditioning of files.

III. A new file should last from 3 to 4 months according to the extent to which it is used. Heads of training centres are reminded that files can then be reconditioned once so as to last for another 2 to 3 months. The following firms are prepared to undertake the work of reconditioning at the approximate rates shown against each. Training centres may deal with these firms direct :—

1. Bombay Techno-Industrial Works. (Dadar).
379, Cadell Road, Bombay 28.

Sizes.	Bastard.			2nd Cut.			Smooth.			
	Rs.	A.	P.	Rs.	A.	P.	Rs.	A.	P.	
8"	7	4	0	8	2	0	8	12	0	per dozen.
10"	9	0	0	10	0	0	10	14	0	

(1) The above prices are F. O. R. Bombay and are subject to alteration without notice.

(2) A special discount of 5 per cent. on the above prices will be allowed for orders of 12 dozen or more files. The charges for renovating used files will be as per list prices above less 25 per cent. discount. Railway or steamship freight to be borne by the customers both ways.

2. Kripag, Ltd., Industrial Assurance Building, Opposite Churchgate Station, Fort, Bombay.

Sizes.	Bastard.	2nd Cut.	Smooth.	
	Rs. A. P.	Rs. A. P.	Rs. A. P.	
8″	4 8 0	5 0 0	5 4 0	per dozen.
10″	5 4 0	6 8 0	7 8 0	

The above charges are exclusive of packing, collection and delivery which will be extra.

3. V. A. Ker & Co., Reay House, Hornby Road, Fort, Bombay.

Sizes.	Bastard.	2nd Cut.	Smooth.	
	Rs. A. P.	Rs. A. P.	Rs. A. P.	
8″	7 8 0	8 0 0	9 4 0	per dozen.
10″	9 0 0	9 8 0	11 8 0	

Prices are Nett and subject to fluctuations.

Package and parcel charges are extra.

Terms cash against delivery.

4. Master Tool Works, 47, Ali Chambers, Meadows Street, Bombay. An all-in charge of Rs. 45 per 100 files irrespective of size or shape.

[T. R. D.-450.]

Mild and Cast Steel.

IV. The following types and dimensions of mild and cast steel are available from the reserve stock :—

Mild Steel (available lengths) Untested quality.

Rounds.		*Flats.*	
a.	¼″ diameter.	*a.*	1/10″ × 5/8″.
b.	5/16″ ,,	*b.*	1/16″ × 7/8″.
c.	3/8″ ,,	*c.*	1/16″ × ½″.
d.	½″ ,,	*d.*	3/16″ × ½″.
e.	5/8″ ,,	*e.*	3/16″ × ¾″.
f.	¾″ ,,	*f.*	1/8″ × ¾″.
g.	1″ ,,	*g.*	¼″ × 1″.
h.	2½″ ,,	*h.*	¼″ × 2″.
		i.	3/8″ × 1″.
		j.	3/8″ × 2″.
		k.	½″ × 1″.
		l.	½″ × 2″.

Cast Steel (in lengths 12 ft. to 18 ft.) .65 to .75 per cent Carbon Steel (annealed).

Rounds:		Bars:	
.. .. ..	3/8″.	*a.*	¾″ × ¾″.
.. .. ..	½″.	*b.*	1″ × 1″.
.. .. ..	5/8″.	Flats:	
.. .. ..	¾″.	*a*	¾″ × ½″.
.. .. ..	1″.	*b.*	1/16″ × ¾″.
.. .. ..	7/8″.	*c.*	3/8″ × ¾″.

The following types of Mild Steel are kept in reserve stock for the manufacture of Bolts, Nuts and Rivets. (*See* below) :—

Haxagon bars—Mild Steel.		Mild Steel Rods.	
a.	½″ across flats	*a.*	¼″.
b.	11/16″ „	*b.*	3/8″.
c.	7/8″ „	*c.*	½″.
d.	1-1/16″ „		
.. .. ..	1¼″ „		

Requirements of iron and steel for training purposes in the engineering trades have been fixed at 3¼ cwt. per trainee per quarter, and it has been decided that steel should be supplied on the following scale. No licence is at present required for iron :—

Fitters	18·5 lbs. per head per month.
Blacksmiths	14·0 lbs. „
Turners	18·5 lbs. „
Machinists	9·0 lbs. „

Indents for either quarterly or monthly requirements in accordance with this scale may be placed direct on the Inspector in-charge of Supply, 12, Stephen House, Dalhousie Square, Calcutta, in the form given in Appendix XVII. If the particular types and sizes indented for are not available in the reserve, the Inspector in-charge of Supply will use his discretion and supply the nearest equivalent. If Black Sheets or Plates (ordinary) are required for training purposes, supplies of scrap material of this description may be obtained from the Inspector in-charge of Supply. Bolts, Nuts, Rivets and Washers are not now available in the market and it has been decided by the Steel Controller, Calcutta, that arrangements for the fabrication of these items should be made direct by indentors with firms which can undertake this work. A list of such firms is given below, but this is by no means complete and training centres are at liberty to make arrangements with any other firms which are in a position to undertake the work.

LIST "A".

List of Producers of Bolts, Nuts, Rivets & Washers registered by Iron and Steel Control.

1. Guest, Keen, Williams Ltd., 7, Council House Street, Calcutta.
2. The Indian Steel & Wire Products, Ltd., E. I. Rly. Works, P. O. Tatanagar, Dist. Singhbhum.
3. Mantri Machinery Factory, Ltd., 8, Royal Exchange Place, Calcutta.
4. M. T. Lyali & Co., 36, Strand Road, Calcutta.
5. S. N. Mullick & Co., 98, Clive Street, Calcutta.
6. Miscellaneous Engineering Stores, 84|A, Clive Street, Calcutta.
7. The Nutbolts Ltd., Victoria Bunder Road, Sassoon Dock, Colaba, Bombay.
8. Baroda Bolt & Engineering Works, Goya Gate, Baroda.
9. Kirloskar Brothers, Ltd., Kirloskarvadi, Dist. Satara.
10. East Indian Railway (C. M. E.), Calcutta.
11. North Western Railway, Lahore.
12. A. A. Dehgamwalla, 58, Khoka Bazar, Bombay.
13. The International Engineering Works, 14, Kali Temple Road, Calcutta.
14. B. T. Dutt & Co., 84|A, Clive Street, Calcutta.
15. Bando & Company, Ltd., 35, Diamond Harbour Road, Alipore, Calcutta.
16. Anderson Dawn & Co., Ajam Building, Ballard Road, Bombay.
17. Hind Cycles Ltd., 45|47, Apollo Street, Bombay.
18. South Indian Railway (C. M. E.), Golden Rock, South India.
19. Burn & Co., Ltd., Howrah Ironworks, Howrah.
20. Alexander Ltd., 28, Strand Road, Calcutta.
21. Basak Factory, 3, Brojudulal Street, Calcutta.
22. Bengal Sheet Metal Industries, 22, Beerpara Lane, Ghugudanga, P. O., Calcutta.
23. Shree Vishwakarma Industries, 192, Cross Street, Calcutta.
24. Gauri Shankar, 24, Faiz Bazar Road, Daryaganj, Delhi.
25. Premier Stores Supplying Co., Ltd., "Law Building", 8, Royal Exchange Place, Calcutta.
26. H. E. H. the Nizam's State Railways, Secunderabad.
27. Government Electric Factory, Mysore Road, Bangalore City.
28. Bengal-Nagpur Railway (C. M. E.), Kharagpur.
29. Bombay, Baroda and Central India Railway, Bombay.

LIST "B".

List of Fabricators of Bolts, Nuts, Rivets & Washers registered by Iron and Steel Control.

1. Indian Metal Product Co., 59-A, C. N. Roy Road, P. O. Tiljala, 24-Parganas.
2. Metallick Engineering Works, 58, Rajbollov Saha Lane, Howrah.
3. Banerjee Brothers, 28, Strand Road, Calcutta.

4. C. Comens & Sons Ltd., 103-3, Diamond Harbour Road, Behala, Calcutta.
5. Khem Chand Raj Kumar, Juliundur City, Punjab.
6. National Bolts & Rivets Ltd., 233, Belilios Road, Howrah.
7. Darubra & Darubra, 137, Canning Street, Calcutta.
8. Bose Manna & Co., 74-2, Ichapore Road, South Bantra, Howrah.
9. Universal Screw Factory, Chheharta, Amritsar.
10. Nimai Brothers, 123, Narasingha Dutta Road, Howrah.
11. Hindustan Traders, 795, Circular Road, Howrah.
12. K. T. Hing & Brothers, Brabourne Court, 1, Chandney Chowk St., Calcutta.
13. Bhattacharjee & Co., 61, Clive Street, Calcutta.
14. The National Screw & Wire Products, Belur, Calcutta.
15. Colaco Titus, 335-37, Duncan Road, Bombay 4.
16. Poddar Engineering Works, 86, Barrackpur Trunk Road, Calcutta.
17. J. N. Mukerjee & Co., 98|4, Clive Street, Calcutta.
18. British Hardware & Metal Agency, 36, Strand Road, Calcutta.
19. K. D. Ganguli & Co., 70, Clive Street, Calcutta.
20. D. Sarao & Co., 84|A, Clive Street, Calcutta.
21. Macmahon & Co., 84|A, Clive Street, Calcutta.
22. P. N. Seal & Co., 82, Clive Street, Calcutta.
23. A. S. Abdullabhoy & Co., 81, Clive Street, Calcutta.
24. Coondoo Paul & Co., 20, Raja Woodmunt Street, Calcutta.
25. P. K. Mookerjee & Co., Ltd., D1, Juggernath Ghat Road, Calcutta.
26. The Engineering Stores Supply Co., Room No. 17, 30, Strand Road, Calcutta.
27. A. R. Brothers, 29, Strand Road, Calcutta.
28. S. P. Dass & Co., 30, Strand Road, Calcutta.
29. Dey & Company, 39, Clive Street, Calcutta.
30. Laha Ganguli & Co., 12, Raja Woodmunt Street, Calcutta.
31. K. Coomar & Co., 13, Monohar Dass Chowk, Barabazar, Calcutta.
32. C. G. Engineering Works, 233, Belilios Road, Howrah.
33. Calcutta Wire Netting & Engineering Stores, 18, Raja Woodmunt Street, Calcutta.
34. P. C. Dutta & Sons, 84|A, Clive Street, Calcutta.
35. India Electric & Engineering Co., 2, Maharshi Debendra Road, Calcutta.
36. S. C. Chaudhury, 71, Clive Street, Calcutta.
37. Steel Equipment & Construction Co., Ltd., 113, Benares Road, Howrah.
38. H. Gayfield & Co., 9, Maclagon Road, Lahore.
39. Garlick & Co., Jacob Circle, Bombay.
40. B. Chatterjee & Co., 84|A, Clive Street, Calcutta.
41. Aminchand Pyare Lal, 1st Floor, 170, Harrison Road, Calcutta.
42. Amritlal & Co., Darukhana, Mazagaon, Bombay, No. 10.

Steel bars and rods for fabrication purposes may be obtained from the Inspector in-charge of Supply by application in the form already mentioned.

Steel required for constructional purposes will not be supplied from the reserve stock and in such cases an application in the form given in Appendix XIX for a licence for the quantity needed should be made in duplicate to the Labour Department through the Regional Inspector concerned. The latest dates for the issue of licences for period IV—1942 and periods I and II—1943 are as follows. The dates for subsequent periods will be notified in due course :—

Period IV (September to December) 1942—31st May 1942.

Period I (January to March) 1943—31st August 1942.

Period II (April to June) 1943—30th November 1942.

Applications for licences for the respective periods should be sent to the Labour Department at least 15 days before these dates and when the licence is obtained, no time should be lost in placing orders on stock-holders either for immediate supply or for forward delivery as soon as they can obtain the material from the producers. The price to be paid to the stock-holder should be the producer's price (war contract or commercial rates whichever are applicable) *plus* the agreed stock-holder's charges for tested or untested material whichever may be the case. A list of stock-holders who are prepared to work on this basis is given below :—

District.	(Stockists, Name and Address.)
A. *Tested Steel*—	
Calcutta & Bengal ..	M/s. Balmer Lawrie & Co., Ltd., 103, Clive Street.
	,, Burn & Co., Howrah.
	,, Jessop & Co., 93, Clive Street, Calcutta.
	,, Martin & Co., 12, Mission Row, Calcutta.
Bombay & Bombay Presidency.	,, Tata Iron & Steel Co.'s Stockyard, Bombay.
Sabarmati	,, Tata Iron & Steel Co.'s Stockyard, Sabarmati.
Hyderabad	,, Tata Iron & Steel Co.'s Stockyard, Secunderabad.
Karachi & District ..	,, Tata Iron & Steel Co.'s Stockyard, Karachi City.
Madras	,, Tata Iron & Steel Co.'s Stockyard, Madras.
Punjab & N. W. F. P. ..	,, Tata Iron & Steel Co.'s Stockyard, Jullundur.
Nagpur	,, Tata Iron & Steel Co.'s Stockyard, Nagpur.
Vizianagram	,, Tata Iron & Steel Co.'s Stockyard, Vizianagram.
U. P. & Central India ..	,, Tata Iron & Steel Co.'s Stockyard, Cawnpore.
B. *Untested Steel*—	
Calcutta & Bengal ..	M/s. Bengal Galvanised Sheet Merchants Association. (For all Galvanised and Black Sheet.)
	,, Tata/Scob Dealers' Association, 100, Clive St." (For all other Untested Steel.)
Bombay & Bombay Presidency.	,, Tata Iron & Steel Co.'s Stockyard, Bombay.
Sabarmati	,, Tata Iron & Steel Co.'s Stockyard, Sabarmati.
Hyderabad	,, Tata Iron & Steel Co.'s Stockyard, Secunderabad.
Karachi & District ..	,, Tata Iron & Steel Co.'s Stockyard, Karachi City.
Madras	,, Tata Iron & Steel Co.'s Stockyard, Madras.

Punjab & N. W. F. P.	.. „	Tata Iron & Steel Co.'s Stockyard, Jullundur.
Nagpur	.. „	Tata Iron & Steel Co.'s Stockyard, Nagpur.
Vizianagram ..	.. „	Tata Iron & Steel Co.'s Stockyard, Vizianagram.
U. P. & Central India	.. „	Tata Iron & Steel Co.'s Stockyard, Cawnpore.

(*N.B.*—This list is issued to assist indentors where necessary. There is however nothing against any indentor using other stockists of Iron and Steel not listed.)

High Speed Tool Steel.

V. There is a serious shortage of high speed tool steel and rigid economy is now necessary. Training centres are therefore advised to collect all their scrap tools and have them cut up and made into tipped tools. If no such scrap is available, tool steel may be obtained in quarterly lots from the Inspector-in-charge of Supply at the rate of 7 lbs. per machine per year and from this allotment training centres will be expected to tip their own tools (See Appendix XX). If the training centres are unable to undertake tipping in their own workshops, they should not indent for tool steel but send the shanks of their tools "FREIGHT PAID" to the Superintendent, Calcutta Training Centre, 110, Surendranath Banerjee Road, Calcutta, where they will be tipped and returned to the training centres "FREIGHT TO PAY". In such cases a charge of 4 annas will be made for each tip *plus* freight, and packing charges. Where tipped tools have been supplied to training centres with new machines, retipping will be done by the Calcutta Training Centre free of charge for the first year. In such cases the shanks may be sent "FREIGHT TO PAY" and will be returned "FREIGHT PAID". It is estimated that a tipped tool will last from 2 to 3 months.

As a further measure of economy training centres are requested to send "FREIGHT TO PAY" to the Inspector-in-charge of Supply, care the Tool Depot, Jamalpur (E. I. Railway), all scrap Tungsten (not Carbon) lathe, Shaper and Planer tools which they are unable to make use of themselves, so that they can be hammered and cut into tips. Credit will be allowed for the supply of this scrap at the rate of Rs. 2|- per pound.

Particulars of the charges for tool steel may be obtained from the Inspector-in-charge of Supply.

[TRD.-28|III, dated 21st March 1942.]

Calcium Carbide.

VI. Orders have been placed for a sufficient supply of Calcium Carbide to meet the requirements of training centres where gas welders are being trained and supplies will be made to training centres as and when required. Heads of training centres should indent on the Inspector-in-charge of Supply for their requirements which will be supplied by the contractors under his orders.

[TRD.-446.]

Coal and Fuel and Lubricating Oils.

VII. Training centres which are unable to secure regular supplies of coal or fuel or lubricating oils should report their needs to the Department of Labour (through the Regional Inspector) and *not* to the Inspector-in-charge of Supply. The Department of Labour will make such arrangements as are possible and the supplies will be paid for by the training centres under their own arrangements.

Accounting.

VIII. In the case of training centres owned by the Central or a Provincial Government, no cash payments will be necessary for supplies of consumable stores. The Inspector-in-charge of Supply will prepare bills in

triplicate in the form given in Appendix XVIII, and send them to the Head of the centre who will retain one copy and return two copies to the Inspector duly accepted and allocated. The Inspector-in-charge of Supply will then send one copy to the Accounts Officer dealing with the centre concerned, who will adjust the amount by debit to the head concerned and *per contra* credit to the Accountant-General, Central Revenues, who will keep all accounts connected with the reserve stocks.

In the case of centres which are privately owned, cash payments will be required. When the Inspector-in-charge of Supply issues the stores indented for, he will send bills in *duplicate* in the form given in Appendix XVIII. On receipt of the stores, the head of the Training Centre will retain one copy of the bill and return the other to the Inspector-in-charge after acceptance. The amount billed for will be deposited by the Head of the training centre in the local Treasury with a chalan in *triplicate*. One copy of the chalan will be retained by the Treasury Officer, the duplicate copy will be returned to the training centre and the triplicate copy will be forwarded to the Inspector in-charge of Supply by the Treasury Officer.

[TRD.-2028, dated 22nd April 1942.]

General.

IX. The Inspector-in-charge of Supply will be prepared to give whatever assistance he can to training centres in securing supplies of stores and consumable material not mentioned in these instructions.

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APPENDIX I.

National Service Labour Tribunals.

National Service Labour Tribunals.	Telegraphic addresses.
1. D. S. Bakhle, Esq., I.C.S., Chairman, Bombay National Service Labour Tribunal, Vithal Buildings, Mint Road, Bombay.	LABTRIB, Bombay.
2. W. A. S. Lowis, Esq., I.C.S., Chairman, Bengal National Service Labour Tribunal, Dewar House, 13, Hare Street, Calcutta	LABTRIB, Calcutta.
3. V. Ramakrishna, Esq., I.C.S., Chairman, Madras National Service Labour Tribunal. (Also for Coorg)	LABTRIB, Madras.
4. J. E. Pedley, Esq., C.I.E., M.C., I.C.S., Chairman, U. P. National Service Labour Tribunal, Cawnpore, Office of the Labour Commissioner, Cawnpore	LABTRIB, Cawnpore.
5. J. Slattery, Esq., O.B.E., I.P. (Retd.)*, Chairman, Punjab and N.-W. F. Province National Service Labour Tribunal, Office of the Punjab and N.-W. F. P. Jt. Public Service Commission, Lahore	LABTRIB, *Lahore*.
6. M. A. Sayyid, Esq., M.A., LL.B., J.P., Chairman, Sind National Service Labour Tribunal, Karachi, Sind Secretariat, Karachi. (Also for Baluchistan)	LABTRIB, Karachi.
7. Parmanand, Esq., I.C.S., Chairman, C. P. and Berar National Service Labour Tribunal, Nagpur, Assembly Rest House, Nagpur	LABTRIB, *Nagpur*.
8. S. N. Mazumdar, Esq., I.C.S., Chairman, Bihar and Orissa National Service Labour Tribunal, Patna	LABTRIB, Patna.
9. J. N. Talukdar, Esq., I.C.S., Chairman, Assam National Service Labour Tribunal, Shillong, Office of the Controller of Emigrant Labour, Shillong	LABTRIB, Shillong.
10. W. W., Wood, Esq., Chairman Delhi National Service Labour Tribunal, Delhi.	POLYTECHNIC, Delhi.

*The President of the Punjab and N.-W. F. P. Technical Training Selection Committee is Sardar Bahadur Prabh Singh Chawla, office of the Joint Punjab and N.-W. F. P. Public Service Commission, Lahore.

APPENDIX II.

Undertaking.

I.....son of .....
having been selected by the Governor General in Council for a course of training as a.....in.....
hereby agree to take and complete the prescribed training at the said training centre and undertake on the completion of my training to enrol in the Indian Army Ordnance Corps or other technical branch of the Defence Services, if so directed by the Governor General in Council or any authority acting on his behalf, or, if not so directed, to accept such other employment (if any) in Ordnance factories or in civil industry as may be provided for me by the Governor General in Council or any authority acting on his behalf.

If I fail to carry out the above undertaking or if at any time during the period of my training, I voluntarily quit such training or am discharged for misconduct (including insubordination, breach of rules, habitual absence from duty or wilful neglect of my work) of which the Regional Inspector of Technical Training concerned shall be the sole and final judge, I hereby promise and undertake to refund to the Governor General in Council on demand the stipends paid to me by him.

I understand clearly that in accepting me as a trainee, the Governor General in Council assumes no obligation whatever to find employment for me on the conclusion of my training, and that he or any authority acting on his behalf has full right to discharge me from the training course at any time without assigning any reason if he thinks fit to do so.

I understand also that enrolment in the Indian Army Ordnance Corps or other technical branch of the Defence Services entails the liability to serve overseas, and if so enrolled, I shall be ready to proceed overseas if so ordered.

Dated.....the.....day of.....194 .

....

Signature of witness. Signature of candidate.

When the candidate is a minor, the following addendum should be signed by his father, guardian or a surety :—

The Governor General in Council having at my request and with my consent agreed to accept the above undertaking, I undertake and guarantee that the candidate will duly perform his part of the above undertaking and I and my heirs shall refund to the Governor General in Council the stipends paid to the candidate in the event of the same becoming refundable in terms of the aforesaid undertaking.

Dated.....the.....day of.....194 .

....

Signature of witness. Signature of father, guardian or surety.

NOTE.—The cost of and incidental to this undertaking is to be borne by the Government of India.

[TRA-273, dated the 5th November 1941 and TRA-273 (1), dated 12th Jany. 1942.]

APPENDIX III.

Technical, Deputy Technical and Assistant Technical Recruiting Officers.

Area.	Province.	Station of location.	Officers' designation, name and address.
Northern ..	Punjab and North West Frontier Province.	Lahore ..	Technical Recruiting Officer, Northern Area, 33, Davis, Road, Lahore. (Colonel W. J. Cole, O.B.E., A.M.I.Mech.E.).
			Deputy Technical Recruiting Officer. (Major E. J. Blanchette).
		Peshawar	Assistant Technical Recruiting Officer, Jamrud Road, Peshawar Cantt. (Captain Attar Singh).
		Rawalpindi	Deputy Technical Recruiting Officer, 125-Market Road, Rawalpindi. (Major Local Lt. Col. F. K. Byrne).
		Sargodha	Assistant Technical Recruiting Officer, No. 2 Civil Lines, Sargodha. (Captain C. R. B. Birch).
		Jhelum ..	Assistant Technical Recruiting Officer, Jada Road (Jhelum.)
		Jullundur	Assistant Technical Recruiting Officer, No. 1 Cantonment Jullundur. (Captain Sujan Singh).
		Ambala ..	Assistant Technical Recruiting Officer, 31, Alexander Road, Near Butchery, Ambala Cantt. (Major H. D. Legat).
	Sind ..	Karachi ..	Assistant Technical Recruiting Officer, 10/1 Fowler Lines, Karachi Saddar. (Captain C. T. Dore).
Eastern ..	United Provinces.	Lucknow..	Technical Recruiting Officer, Eastern Area, Hazratganj, Lucknow. (Colonel L. B. Marchant, O.B.E.).
			Deputy Technical Recruiting Officers. (Major L. G. Ellis and Major W. A. Shiekh, A.M.I.M.E., A.M.I.E.E.).
	Delhi ..	Delhi ..	Assistant Technical Recruiting Officer, No. 1, Lothian Road, Kashmiri Gate, Delhi. (Captain H. Vernon).
	Bengal, Bihar and Orissa.	Calcutta ..	Assistant Technical Recruiting Officers, 3, May Road, Hastings, Calcutta. (Mr. G. F. D. Windle and Mr. K. Swarup, A.M.I.M.E.).
		Chittagong	Assistant Technical Recruiting Officer, Strand Road, Chittagong. (Captain A. E. Pash).
	Assam ..	Shillong ..	Honorary Assistant Technical Recruiting Officer, Shillong. (Mr. W. Allsup, Chief Electrical and Factory Inspector, Assam).
Southern ..	Madras ..	Bangalore	Technical Recruiting Officer, Cornwallis Barracks, Trinity Road, Bangalore. (Colonel F. C. Wall).
			Deputy Technical Recruiting Officers. (Major F. G. Luker and Major H. L. Forbes-Leith).
		Madras ..	Assistant Technical Recruiting Officer, Pudupet Lines, Pudupet, Mount Road P. O., Madras. (Captain E. J. B. Greenwood).
		Coimbatore	Deputy Technical Recruiting Officer, Trichy Road, Coimbatore. (Major H. A. Willis).
Western ..	Bombay ..	Poona ..	Technical Recruiting Officer, Staunton Road, Poona. (Colonel J. Allen).
			Deputy Technical Recruiting Officer. (Major T. A. Ball).
		Bombay ..	Deputy Technical Recruiting Officer, Esplanade Maidan (North) Dobi Tolas, Bombay, No. 1. (Major H. E. Traylen).
	Central Provinces and Berar.	Mhow ..	Assistant Technical Recruiting Officer, Railway Road, Mhow. (Captain F. S. W. Smith).

APPENDIX IV.

Form I.

FROM

THE PRINCIPAL, / SUPERINTENDENT, / MANAGER,

.....

To

THE DISTRICT MAGISTRATE,

*.....

THE COMMISSIONER OF POLICE, CALCUTTA. / BOMBAY. / MADRAS.

THE RESIDENT IN.....

SUBJECT :—*Technical Training Scheme—Verification of character and antecedents of accepted trainees.*

SIR,

I have the honour to say that the person(s) described in the attached verification roll(s) has / have been selected for training at..... .....(institution or training centre) under the Technical Training Scheme with a view to his / their eventual appointment to the Indian Army Ordnance Corps or other technical branch of the Defence Services or employment in an Ordnance or other factory employed on work of national importance. It is necessary that his / their antecedents should be known and in particular whether there is any reason, political or otherwise, why he / any of them should NOT be accepted for such employment. I shall therefore be obliged if you will kindly pass the relevant roll / rolls to the Chairman, National Service Labour Tribunal,... ..... / †President, Technical Training Selection Committee, Lahore. with your remarks so that appropriate action may be taken.

I have, etc.,

Principal/Superintendent/Manager.

Copy forwarded to the Chairman, National Service Labour Tribunal..... / †President, Technical Training Selection Committee, Lahore.

Principal/Superintendent/Manager.

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*District as stated at item 5 (c) of the verification roll.

†For Punjab and N.-W. F. P. only.

Form II.

GOVERNMENT OF INDIA.

DEPARTMENT OF LABOUR.

TECHNICAL TRAINING SCHEME.

VERIFICATION ROLL.

Particulars of the candidate selected for Technical Training.

1. Name of the applicant.....

2. Father's name.....

3. Caste or Community.....

4. Date of Birth.....

5. (a) Village.....

   (b) Police Station.....

   (c) District.....

6. Places and periods of education.....

   .....

7. Identification marks.....

8. Applicant's signature and/or thumb impression.....

9. Name of institution or training centre to which posted.....

Note.—Items 1 to 6 should be filled up according to information supplied by the candidate.

Entries against items 7 and 8 should be personally checked by the Principal or head of Training Centre, or a responsible officer to be deputed by him for the purpose.

POLICE REPORT.

APPENDIX V.

LETTER NO. TR58, DATED THE 20TH DECEMBER 1940, FROM THE UNDER SECRETARY TO THE GOVERNMENT OF INDIA, LABOUR DEPARTMENT, TO THE ACCOUNTANT GENERAL, CENTRAL REVENUES (AS SUBSEQUENTLY AMENDED).

SUBJECT :—*Procedure for accounting of charges connected with the Technical Training Scheme.*

I am directed to forward herewith 10 copies of a "Scheme for the Training of Skilled Artisans" which has been accepted by the Central Government and is known shortly as the 'Technical Training Scheme'. The Scheme is elastic and although it provides for the utilization of only 16 institutions and the training of 3,034 trainees in the first instance, it is the intention that it should gradually be applied to as many institutions as possible and to such factories and workshops as can be induced to open training classes and that a total of 15,000 men should be trained by the end of March 1942. The scheme will be applied in the first instance to the following institutions, of which those marked with an asterisk are intended primarily for the training of mechanics for the Air Force Reserve under arrangements which are being made by the Director of Civil Aviation. These institutions will, however, also train a limited number of men for the Indian Army Ordnance Corps, Ordnance factories and civil industry in accordance with the terms of the Scheme :—

* * * * * * * *

2. All expenditure on the Scheme except that involved in the training of men for the Air Force Reserve will be met from the grant under the head "64—Miscellaneous expenditure connected with the war". In the case of institutions earmarked primarily for the Air Force Reserve, the expenditure on Air Force trainees will be met by the Director of Civil Aviation from the grant under the head "47—Aviation". To avoid the necessity for Principals of institutions to draw funds to meet recurring expenditure on the Scheme from the grants made under two different budget heads, however, it has been decided by the Central Government, with the concurrence of the Auditor General, that all recurring expenditure on the training of men for the Air Force Reserve should be met in the first instance from the grant under the head "64—Miscellaneous expenditure connected with the war" and subsequently recouped by lump sum contributions from the head "47—Aviation". The recoveries from the Civil Aviation Department will be exhibited as reduction of expenditure under the head "64—Miscellaneous expenditure connected with the war" through a distinct deduct entry.

3. It has further been decided in consultation with the Auditor General that the following procedure should be followed for the payment of and the accounting for charges under the Scheme :—

(1) The expenditure incurred in connection with the Scheme will be adjusted in the Central Section of their books by the respective Provincial Accountants-General within whose territorial jurisdiction the institution, workshop or factory is situated and that incurred in the Indian States by the Accountant-General with whom each State is in account, *[except that the cost of the stores purchased in bulk from the Indian Stores Department by the Regional Inspector in charge of Supply, Jamalpur, for distribution to Technical Training Centres will be adjusted in the books of the Accountant General, Central Revenues.]

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*[ ] Inserted by letter No. TRA.-58, dated the 21st July 1941.

APPENDIX V.

LETTER NO. TR58, DATED THE 20TH DECEMBER 1940, FROM THE UNDER SECRETARY TO THE GOVERNMENT OF INDIA, LABOUR DEPARTMENT, TO THE ACCOUNTANT GENERAL, CENTRAL REVENUES (AS SUBSEQUENTLY AMENDED).

SUBJECT :—*Procedure for accounting of charges connected with the Technical Training Scheme.*

I am directed to forward herewith 10 copies of a "Scheme for the Training of Skilled Artisans" which has been accepted by the Central Government and is known shortly as the 'Technical Training Scheme'. The Scheme is elastic and although it provides for the utilization of only 16 institutions and the training of 3,034 trainees in the first instance, it is the intention that it should gradually be applied to as many institutions as possible and to such factories and workshops as can be induced to open training classes and that a total of 15,000 men should be trained by the end of March 1942. The scheme will be applied in the first instance to the following institutions, of which those marked with an asterisk are intended primarily for the training of mechanics for the Air Force Reserve under arrangements which are being made by the Director of Civil Aviation. These institutions will, however, also train a limited number of men for the Indian Army Ordnance Corps, Ordnance factories and civil industry in accordance with the terms of the Scheme :—

* * * * * * * *

2. All expenditure on the Scheme except that involved in the training of men for the Air Force Reserve will be met from the grant under the head "64—Miscellaneous expenditure connected with the war". In the case of institutions earmarked primarily for the Air Force Reserve, the expenditure on Air Force trainees will be met by the Director of Civil Aviation from the grant under the head "47—Aviation". To avoid the necessity for Principals of institutions to draw funds to meet recurring expenditure on the Scheme from the grants made under two different budget heads, however, it has been decided by the Central Government, with the concurrence of the Auditor General, that all recurring expenditure on the training of men for the Air Force Reserve should be met in the first instance from the grant under the head "64—Miscellaneous expenditure connected with the war" and subsequently recouped by lump sum contributions from the head "47—Aviation". The recoveries from the Civil Aviation Department will be exhibited as reduction of expenditure under the head "64—Miscellaneous expenditure connected with the war" through a distinct deduct entry.

3. It has further been decided in consultation with the Auditor General that the following procedure should be followed for the payment of and the accounting for charges under the Scheme :—

(1) The expenditure incurred in connection with the Scheme will be adjusted in the Central Section of their books by the respective Provincial Accountants-General within whose territorial jurisdiction the institution, workshop or factory is situated and that incurred in the Indian States by the Accountant-General with whom each State is in account, *[except that the cost of the stores purchased in bulk from the Indian Stores Department by the Regional Inspector in charge of Supply, Jamalpur, for distribution to Technical Training Centres will be adjusted in the books of the Accountant General, Central Revenues.]

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*[ ] Inserted by letter No. TRA.-58, dated the 21st July 1941.

(2) In the case of Railways and Government Departments, the bills will be drawn separately for each institute and headed as debitable to the "Technical Training Scheme" on forms in use for those Railways or Departments. In the case of private bodies and Indian States, bills should be drawn by the head of the institution on forms in use in Central Government Offices which can be obtained from the Manager, Central Forms Store, Calcutta.

(3) Bills relating to payment of stipends should be drawn in arrears at the close of the month to which they relate and be accompanied by a certificate from the head of the institution as to the number of trainees who attended the courses during the month, while bills for fees for instruction should be drawn in advance for the first month on the date of the opening of the classes and thereafter in advance on the first of every month on the basis of the number of trainees on the rolls on that date, broken periods and any changes in numbers being adjusted in the bills for the following month. In the case of trainees joining training classes in the middle of a month, the bills for fees for instruction may be drawn in advance on supplementary bills, or may be included in the bills to be drawn in the following month. Except in the case of institutions situated in Indian States, the bills should be presented for payment at the local Treasury. Steps are being taken to request the States concerned to make the necessary payments through their treasuries on presentation of bills by the head of the institution concerned, by raising a debit through the Accountant General with whom they are in account.

*"NOTE.—Training fees for broken periods will be payable for the whole month in respect of trainees who join a training centre on or before the 15th of a month or who leave the training centre after the 15th of a month. No training fees will be payable in the case of trainees who join after the 15th of the month or who leave before the 15th of the month."

(4) The stipends payable to trainees, the salaries payable to additional instructional or clerical staff, if any, and the travelling allowance of the trainees should be drawn on the usual establishment and travelling allowance bills in use in the areas where the institutions are situated.

(5) Expenditure incurred from the permanent advance placed at the disposal of the head of each institution to cover expenditure on contingencies, including cost of stamps, lighting of hired hostel accommodation, travelling allowance to trainees for journeys to undergo trade tests and join posts on the termination of training and medical treatment of trainees will be recouped [as often as may be necessary during a] month by means of a bill for contingent expenditure. [Copies of the form (No. S. 59), used in Central Government offices can be had, if required, by Principals of Institutions on application to the Manager, Forms Store, Calcutta.]

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*Inserted by letter No. TRA-58 (1), dated the 19th September 1941.

†[ ] Inserted by Directive No. 1, dated the 15th April 1942.

(6) The total amount which the head of an institution is authorised to draw to cover the charges mentioned in the preceding sub-para. shall not exceed Rs. 15 per annum per trainee, and the charges on account of medical attention shall not exceed Rs. 10 per head in any one case, the sanction of the Labour Department being obtained in all cases where this limit is exceeded (*vide* para. 10—Part I). Travelling allowance to trainees for (1) undergoing a trade test at a place outside a radius of 5 miles from the place of residence and (2) journey to the place of employment on the termination of training will be governed by paras. 17 and 19 respectively—Part I of this Manual.

(7) Bills for recurring expenditure will not require countersignature by a Regional Inspector, but the Regional Inspectors will check the accounts of the institutions under their charge whenever they visit them and bring any irregularities to the notice of the Labour Department. Bills for non-recurring expenditure* except those mentioned below, will require countersignature by the Regional Inspector concerned, before payment is authorised by the Treasury Officer.

(i) Bill for amounts not exceeding Rs. 500 for railway freight on equipment supplied through the Indian Stores Department.

(ii) Travelling Allowance bills of trainees for journeys from their residences to join the training centre.

(iii) Travelling Allowance bills of trainees for journeys to undergo trade tests.

(iv) Travelling Allowance bills of trainees to join posts on completion of training.

(v) Travelling Allowance bills of trainees in connection with medical examination or treatment.

(vi) Travelling Allowance bills of trainees on transfer in public interest from one centre to another.

(vii) Bills for expenditure not exceeding Rs. 10 on any one occasion in any one case on medical treatment of trainees.

(viii) Bills for service postage stamps (in the case of Government institutions and training centres).

(ix) Bills for electric charges, kerosene oil, phenyle, etc., for hostel use.

(x) Bills for advances granted to trainees, which have been sanctioned by the Department of Labour ;

(xi) Bills on account of Octroi, Cooly and Cartage charges of the equipment supplied to training centres by the Central Government, and

(xii) Bills on account of the stipends and travelling allowance due to trainees discharged on medical grounds.

4. The minimum rate of stipend payable to trainees has been fixed under the Technical Training Scheme at Rs. 27 per mensem for matriculates and Rs. 22 for non-matriculates, but a higher rate will be payable in the case of certain classes of trainees where an increased rate has been specially sanctioned by the Government of India or the National Service Labour Tribunal concerned. Separate orders will issue sanctioning other charges including the cost of additional accommodation, additional instructors under the Scheme, training fees, etc.

5. I am to request that the Treasury Officers concerned may kindly be instructed without delay to make payment of the bills presented in accordance with the above procedure.

Vide letters No. TRA-58, dated the 16th February 1942, No. TRA-58 (1), dated the 3rd April 1942, No. TRA-58|194 and Directive No. 2, para. VII, dated the 15th April 1942.

APPENDIX VI.

Table showing half-monthly allowances admissible to trainees injured in the course of and in virtue of their training and unable in consequence to be present at their courses. The allowances are payable during the period of enforced absence from the courses.

Monthly stipend of the trainee injured.		Half-monthly allowances admissible.
More than	*But not more than*	
Rs.	Rs.	Rs. As.
15	18	6 0
18	21	7 0
21	24	8 0
24	27	8 8
27	30	9 0
30	35	9 8
35	40	10 0
40	45	11 4
45	50	12 8
50	60	15 0

APPENDIX VII.

Regional Inspectors.

Names of Inspectors.	Addresses of Inspectors.	Telegraphic addresses.	Area covered by the Inspector's jurisdiction.
NORTHERN CIRCLE.			
THE PUNJAB, SIND, THE N. W. F. P., THE UNITED PROVINCES AND THE PUNJAB AND THE RAJPUTANA STATE (EXCEPT UDAIPUR, JODHPUR, BIKANER AND JAIPUR).			
*1. Mr. S. L. Saksena	Senior Regional Inspector, Northern Circle, Lucknow.	SENREGINS Lucknow.	1. North Western Railway Workshop at Moghalpura, Lahore. 2. Gwalior and Rajputana States (except Udaipur, Jaipur, Jodhpur and Bikaner). 3. All areas and centres in the United Provinces north of a line drawn from Gwalior to Lucknow. 4. North West Frontier Province. Also supervisory charge of the whole circle.
†2. Capt. B. Chatterji	Superintendent of Workshops, Engineering College, Benares Hindu University, Benares.	REGINS Benares.	1. United Provinces south of a line drawn from Gwalior to Lucknow. 2. The Saran Engineering Company Ltd., Marhowrah, Bihar. 3. E. I. Railway Workshops, Jamalpur, and 4. Tobacco Manufacturers Ltd., Monghyr.
†3. Mr. J. G. Cowie, M.B.E.	Inspector of Industrial Schools, Punjab, Lahore.	INSPIND Lahore.	Punjab (except North Western Railway Workshops at Moghalpura) and the States in the Punjab.
†4. Mr. N Bhattacharya.	Professor of Mechanical Engineering, N.E.D. Engineering College, Karachi.	REGINS Karachi.	Sind and Baluchistan.
EASTERN CIRCLE.			
BENGAL, ASSAM AND BIHAR.			
*1. Mr. G. S. G. Vernon	Senior Regional Inspector, Eastern Circle, 26, Lee Road, Calcutta.	SENREGINS Calcutta.	1. All areas in Bengal excluding the Districts of Tippera and Chittagong and the portion of West Bengal allotted to Dr. Pandya. 2. E. I. Railway Workshops, Lillooah. 3. District Purnea (in Bihar). Also supervisory charge of the whole circle.
†2. Dr. A. H. Pandya	Principal, Bengal Engineering College, Sibpur, Bengal.	TECHNICS Howrah	1. Portion of West Bengal lying to the west of Hooghly (except E. I. Railway Workshops at Lillooah). 2. In Bihar—Centres in Dhanbad.
†3. Mr. W. Allsup ..	Chief Electrical and Factory Inspector, Shillong, Assam.	REGINS Shillong.	1. Assam. 2. East Bengal Districts of Tippera and Chittagong.
†4. Mr. J. Tullis ..	Bihar College of Engineering, Patna.	REGINS Patna.	Bihar College of Engineering, Patna; Tirhut Technical Institute, Muzaffarpur; Public Works Department Workshops, Dehri-on-Sone; Rohtas Industries Limited, Dalmianagar; Arthur Butler and Company Limited, Muzaffarpur; and Bhartiya Engineering Works, Sahib-Gunj.

Name of Inspectors.	Addresses of Inspectors.	Telegraphic addresses.	Area covered by the Inspector's jurisdiction.
WESTERN CIRCLE.			
(BOMBAY, THE CENTRAL PROVINCES AND ORISSA AND THE STATES OF BARODA, BHAVNAGAR, HYDERABAD, MYSORE, AND THE CENTRAL INDIA STATES.)			
*†Dr. G. W. Burley	Senior Regional Inspector, Western Circle, Merwan Building, Sir P. Mahta Road, Bombay.	SENREGINS Bombay.	1. Bombay. 2. Baroda and Gujrat States, Wetern India States and Kolhapur and Deccan States. 3. Hyderabad. Also supervisory charge of the whole Circle.
†Mr. S. N. Roy	Superintendent of Training, Jamshedpur.	REGINS Jamshedpur.	1. Central Provinces and Berar. 2. Central India States. 3. Orissa. 4. Bihar—Tinplate Company of India Ltd., Golmuri; Ranchi Technical Institute, Ranchi, and the Jamshedpur Technical Institute, Jamshedpur.
SOUTHERN CIRCLE.			
(MADRAS AND MADRAS STATES).			
*Mr. A. Viswanath	Senior Regional Inspector, No. 4, Sehshadhari Road, Bangalore.	SENREGINS Bangalore.	All centres west of a line joining Guntakkal, Bangalore, Madras and Cape Comorin, including centres at Anantapur, Hindupur Bangalore and Madras. Also supervisory charge of the whole circle.
†Mr. M. V. Jagannathan Ayangar.	Principal, Madras Training Centre, Madras.	REGINS Madras.	All centres east of the line joining Guntakkal, Bangalore, Madras and Cape Comorin.
CENTRAL CIRCLE.			
(DELHI, AJMER-MERWARA AND JODHPUR, JAIPUR, UDAIPUR AND BIKANER STATES.)			
†Mr. W. W. Wood, F.R.I.B.A.	Principal, Delhi Polytechnic, Lothian Road, Kashmere Gate, Delhi.	POLYTECHNIC Delhi.	Delhi and Ajmer-Merwara and the Udaipur, Jodhpur, Jaipur and Bikaner States.
ALL CIRCLES.			
*Mr. E. P. L. Grundy, O.B.E.	12, Stephen House, Dalhousie Square, Calcutta. (Depot-Jamalpur) E. I. Railway.	SUPINS Calcutta.	Inspector in charge of Supply, Calcutta

*Whole time
†Part—time

APPENDIX VIII.

Departmental Visiting Officers.

I Centres in Bombay, Parel, Matunga	Senior Ordnance Mechanical Engineer, Indian Army Ordnance Corps, Workshops, Colaba.
II Centres in Gujranwala, Sialkot, Lahore, Moghulpura, Ferozepore and Ludhiana	Senior Ordnance Mechanical Engineer, Ferozepore Arsenal.
III Centres in Ambala, Delhi, Aligarh, Agra	Senior Ordnance Mechanical Engineer, Central Ordnance Depot, Delhi.
IV Centres in Cawnpore, Lucknow, Charbagh, Alambagh, Benares, Mogulserai	Senior Ordnance Mechanical Engineer, Allahabad Arsenal.
V Centres in Ahmadnagar, Poona, Kurduwadi, Pandharpur ..	Senior Ordnance Mechanical Engineer, Kirkee Arsenal.
VI Centres in Madras, Perambur, Arkonam, Guindy, Thiruvotriyur	Officer-in-Charge Training of Instrument Mechanics at Messrs. P. Orr and Sons, Madras.
VII Centres in Bengal and the Central Provinces	Any Gazetted Officer from an Ordnance Factory who may be deputed by the Director of Factory Recruitment.

APPENDIX IX.

Trainees who have passed the prescribed trade tests.

Name.	Father's name.	Home address.	Date of birth.	Trade in which passed.	Date of passing trade test.	Name of officer who supervised the trade test.	Service or Deptt. for which earmarked if any.	Remarks.

Dated.....*the*.....194 .

Principal.

Superintendent.

Manager.

APPENDIX X.

GOVERNMENT OF INDIA.

DEPARTMENT OF LABOUR.

TECHNICAL TRAINING SCHEME.

Trade Test Certificate.

---

1. Name of trainee.
2. Father's Name.
3. Home Address.
4. Date of Birth.
5. Trade in which trained.
6. Centre at which training was received.
7. Date of commencement of training.
8. Date of completion of training.
9. Personal marks for identification of trainee.
10. Thumb impression and Signature of trainee and date. (To be given in the presence of the Principal, Workshop Manager or Officer supervising the test.)

[Entries 1 to 9 should be completed by the Principal or Workshop Manager.]

CERTIFICATE.

Certified that the abovementioned trainee has passed the prescribed trade test for.....*held on the .....194 .

Signature of Officer who supervised the test and date. _____

Signature of Principal or Workshop Manager and date _____

---

*Please mention the trade for which the trainee was tested.

APPENDIX XI.

Technical Training Scheme.

Progress Report.

Name of centre..... Report for the month of.....194 .

Trades.	Balckamitha.	Boiler attendants.	Carpenters.	Draughtsmen (Mechanical).	Die Sinkers.	Electricians.	Electroplaters.	Engine Drivers (Steam).	Fitters.	Grinders.	Mechanists.	Millers.	Mill Wrights.	Motor Mechanics.	Moulders.	Painters.	Pattern Makers.	Surveyors.	Textile Refitters (Upholsterers).	T. & C. Smiths.	Tool-makers.	Turners.	Welders (Electric).	Welders (oxyacetylene).	Total.	Remarks.
1. Nos. under training as stated in last report																										
2. Nos. under training at time of submission of this report																										
3. Nos. of vacancies remaining to be filled																										
4. Total numbers of trainees who have been enrolled and have actually left to join— (*a*) the army (*b*) the Royal Indian Navy after passing the prescribed trade tests																										
5. Total numbers of trainees who have been enrolled and have actually left to join— (*a*) the Army (*b*) the Royal Indian Navy without passing the prescribed trade tests																										
6. Total numbers of trainees who have passed the prescribed trade tests and have actually left to join posts— (*a*) in Ordnance factories																										

(b) in Civil industry																																	
7. Total numbers of trainees who have passed the prescribed trade tests and have been discharged without being posted to any specific employment																																	
8. Total numbers of trainees earmarked for Ordnance factories and Civil industry who have passed the prescribed trade tests and are continuing their training pending posting orders																																	
9. Numbers of trainees who have enrolled in the Army and are continuing their training at the Centre																																	

NOTE—(1) The figures in items 4 to 7 of this report should be cumulative and show the number of trainees who have left the training Centre from the opening of the classes up to the end of each month.

(2) One copy to be submitted to the Labour Department and two copies to the Regional Inspector on the first day of each calendar month.

1. How many trainees resigned, left the Centre without permission or were discharged for misconduct during the month? Were their stipends recovered? If not, were their undertakings forwarded to the Tribunal with particulars of each case (vide paragraph 13 of "Training Manual 1942")?

2. Is training held up for want of (a) equipment, (b) instructors, or (c) trainees? If so, state your needs and the steps you have taken to have them met.

3. Remarks on progress of training :—

One copy / Two copies forwarded to the Deputy Secretary to the Government of India, Department of Labour, New Delhi. / Regional Inspector———Circle.

Signature

Principal ———————————————

Superintendent ———————————————

Manager ———————————————

Dated the———————194

APPENDIX XII.

THE NATIONAL SERVICE (TECHNICAL PERSONNEL) RULES, 1940.

Form K.

Application for Technical Personnel.

[*See* Section 4 (2) and Rule 16A.]

1. Name and address of the notified factory|training establishment|office or Department under the Crown.....

.....

2. Name and address of Owner|Manager|Officer making the application.....

.....

3. Technical personnel required (give details of trades wanted).....

.....

4. Purpose for which personnel is required (state nature and purpose of work on which the personnel is to be employed).....

.....

5. State salary or wages paid to similar personnel in the notified factory|training establishment|office or Department.....

.....

6. Does the factory|training establishment|office or Department maintain a Provident Fund or any other fund or scheme for the benefit of the employees ? If so, give details.....

.....

7. Does the factory|training establishment|office or Department allow leave or holidays with pay to its employees ? If so, give details.....

.....

8. Does the factory|training establishment|office or Department provide (1) free accommodation (2) free medical attention or (3) any other amenities for its employees ? If so, give details.....

.....

I hereby apply under the provisions of section 4 (2) of the National Service (Technical Personnel) Ordinance, 1940, for the allotment of the technical personnel described in item 3 above to.....
being a notified factory|training establishment|office or Department under the Crown. I have read and understood the provisions of sub-section (*2*) of section 4 of the National Service (Technical Personnel) Ordinance, 1940, as amended by Ordinance No. XI of 1940 and Ordinance No. VI of 1942.

Signature of Owner|Manager|Officer.

Dated..... the..... 194.....

To

.....

.....

.....

APPENDIX XIII.

Supplementary Rule 30 *of the Central Government's Fundamental and Supplementary Rules.*

(a) For the purpose of calculating mileage allowance, a journey between two places is held to have been performed by the shortest of two or more practicable routes or by the cheapest of such routes as may be equally short ; provided that, when there are alternative railway routes and the difference between them in point of time and cost is not great, mileage allowance should be calculated on the route actually used.

(b) The shortest route is that by which the traveller can most speedily reach his destination by the ordinary modes of travelling. In case of doubt, a competent authority may decide which shall be regarded as the shortest of two or more routes.

(c) If a Government servant travels by a route which is not the shortest, but is cheaper than the shortest, his mileage allowance should be calculated on the route actually used.

APPENDIX XIV.

TECHNICAL TRAINING SCHEME.

Statement showing progressive expenditure incurred by training centres under the head "64—Miscellaneous expenditure connected with the war—H.—Scheme for the training of Skilled Artisans".

Name of Training Centre _____

Heads of Disbursement and details of expenditure.	Expenditure during ....194 .	Expenditure to end of previous month.	Progressive expenditure.
H.—SCHEME FOR THE TRAINING OF SKILLED ARTISANS.	Rs.	Rs.	Rs.
*H. 3—Allowances, Honoraria, etc.**—			
T. A. to trainees on joining centres . .			
T. A. to trainees for trade tests . . .			
T. A. to trainees to join posts on completion of training			
T. A. to trainees for journey in connection with medical examination			
T. A. to trainees on transfer, in public interest, from one centre to another . . .			
Total Allowances .			
H. 4.—Stipends to trainees—			
(.... Ordnance trainees @ Rs. 25. . .			
.... Ordnance trainees @ Rs. 20 . . .			
.... Air Force trainees @ Rs.) . . .			
Total Stipends .			
H. 5.—Payment for Training—			
Training fees			
(.... Ordnance trainees @ Rs. . . .			
.... Air Force trainees @ Rs.) . .			
Pay of instructional and clerical staff and workshop coolies, and honoraria to existing staff, etc.*			
Total Payment for Training .			
H. 6.—Other Charges—			
Medical treatment of trainees . . .			
Postage			
Cost of equipment			
Conveyance			
Freight charges on equipment . . .			
Advertisement			
Rent of hired hostel			
Clothing advance			
Allowance to Hostel Supdt. and pay of Chowkidar, etc.			
Cost of furniture and utensils . . .			
Total Other Charges .			
H. 7.—Deduct Recoveries—			
Hostel fee and rent of furniture and utensils, etc.			
Refund of stipends			
Loss of or damage to Govt. property . .			
Total Recoveries .			
Grand Total .			

*Those allowances to existing instructional, clerical and inferior staff which are met from the training fee should not be included in this statement.

Forwarded to the Secretary to the Government of India, Department of Labour.

No.....Dated the.....

Principal .....

Manager .....

Superintendent .....

APPENDIX XV.

GOVERNMENT OF INDIA.

DEPARTMENT OF LABOUR.

TECHNICAL TRAINING SCHEME.

MEDICAL OFFICER'S REPORT.

Height.....feet.....inches. Weight.....lbs.

Chest measurement .. { Girth when fully expanded.....inches.
Range of expansion.....inches.

Physical development .....

.....Pulse rate .....

Vaccination marks .. { Arm Right.....Left .....
Number .....

Vision .. .. { Right eye .....
Left eye .....

Teeth. No. of dental points.....

Identification marks .....

.....

.....

Examined by me and found free of organic disease and fit for technical training.

(Signature and designation of Medical Officer.)

For the guidance of Medical Officers.

Minimum physical requirements.

Height	4'-11".
Weight	100 lbs.
Chest	31".
Vision	Acuity should be 6/9, 6/12 with or without glasses (distant vision).

NOTE.—Slight variations from these standard may be allowed provided the candidate is of proportionate build and sound physique and is considered capable of carrying out the duties expected of him.

APPENDIX XVI

Register of stock received by *during the year ending* 31*st March* 194 .

Part B-II—Equipment purchased locally or supplied by firms direct at the cost of the Central Government and the freight paid on it.

Item No.	No. and date of sanction of the Department of Labour or of the Regional Inspector.	No. and Description of equipment.	Whether purchased locally or supplied by firm direct.	Cost.			Amount of freight paid, if any, and incidental charges.			Total cost.			Remarks.
1	2	3	4	5			6			7			8
				Rs.	as.	ps.	Rs.	as.	ps.	Rs.	as.	ps.	
		Totals ..											

NOTE.—1. Expenditure incurred on Furniture and utensils for use in hostel for trainees should not be shown in the statement.

2. By "Equipment supplied by firms direct" is meant machinery etc. received direct by training centres from firms under instructions from the Inspector incharge of Supply, Jamalpur, and for which bills have been accepted by them *vide* para. 22 (4) of the "Training Manual, 1942".

Verified from the accounts kept by the Training Centre and found correct.

Signature

Head of the Training Centre.

Regional Inspector, Circle.

APPENDIX XVII. **Form No. T.R.D. 416.**

FORM OF INDENT.

INDENT No.————for mild and cast steel for the $\frac{\text{month of}}{\text{quarter ending}}$ 194 .

From

————————————

————————————

————————————

To

E. E. L. Grundy, Esq., O.B.E.,
Inspector-in-charge of Supply,
12, Stephen House, Dalhousie Square, Calcutta.

Please supply the following quantities of steel which are required during the $\frac{\text{month of}}{\text{quarter ending}}$ 194 , exclusively for the training of war technicians under the Technical Training Scheme. I agree to credit the cost including freight and packing charges to the Treasury immediately on presentation of your bill.

2. The average number of trainees under training during the last month in the following trades for which steel is required were as follows :—

	Nos.		Nos.
Blacksmiths ..		Machinists ..	
Fitters ..		Turners ..	

3. The steel should be consigned to the following station by Goods|Passenger train.

Name of station .

Item No.	*Types and sizes of steel preferred.	Quantity.	(To be filled in by the Inspector-in-charge of Supply.) Quantity supplied.	Price.
		Cwts. qrs. lbs.	Cwts. qrs. lbs.	Rs. as. ps.
	Total ..			

*If the types and sizes asked for are not available, the Inspector-in-charge of Supply will use his discretion and supply the nearest equivalent.

(Signature) Principal,
Manager,
Superintendent.

Dated the————————194 .

NOTE.—The quantity of steel admissible for trainees under the Technical Training Scheme is as follows :—

Fitters	18·5 lbs. per head per month.
Blacksmiths	14·0 lbs. per head per month.
Turners	18·5 lbs. per head per month.
Machinists	9·0 lbs. per head per month.

Supplies will be made monthly.

APPENDIX XVIII. Form No. T.R.D. 2028.

BILL FORM.

DEPARTMENT OF LABOUR.

OFFICE OF THE INSPECTOR I/C OF SUPPLY, JAMALPUR, E. I. RAILWAY.

Bill No. . Jamalpur, dated the 194 .

(Name and address of the training centre.)

To

_____

_____(Dr.)

For value of the undermentioned articles supplied, *vide* $\frac{\text{his}}{\text{their}}$ indent No. , dated the 194 . The consignment was despatched on the 194 , by goods/passenger train, Freight to pay.

Description of stores.	Nos. or quantity.	Average price per unit including incidental charges.	Total Cost.	Remarks.
		Rs. AS. PS.	Rs. AS. PS.	

(Total cost in words) Rupees

For use in case of centres owned by private and local bodies.

Please deposit the amount referred to above in the local Treasury with a chalan which should be presented in triplicate to the Treasury Officer. Two copies of the chalan will be retained by Treasury Officer and the third copy returned to you.

(Signature)

Inspector Incharge of Supply,
Jamalpur, E. I. Railway.

APPENDIX XIX.

Form ISC-2 (Revised)

APPLICATION.

To a Quota Holding Department for a licence to acquire iron or steel of the controlled categories under THE IRON AND STEEL (CONTROL OF DISTRIBUTION) ORDER 1941.

N. B.—Manufacturers of uncontrolled articles containing iron or steel for general sale to meet civil demands or industrial requirements must apply in "Manufacturer's Application Form ISC-2A".

To

Name of (Appropriate Quota Holding Department).....

.....

Address .....

1. (*a*) Full name of the person who will ultimately use the controlled iron or steel or the articles to be made from the controlled iron or steel.

or

Name of the Original Indentor.

(*b*) Address.

2. (*a*) Full name of the applicant giving his relationship with the person named in paragraph 1 above (*e.g.*, 'Purchasing Agent', 'Managing Agents', 'Order Supplier', 'Fabricating Contractor', etc.).

(*b*) Address.

3. (*i*) Description of the purpose for which the iron or steel is required including the uses to which any articles manufactured from the iron and steel are to be put and by whom. Any special information about the urgency of deliveries, etc.

(*ii*) Wherever applicable, quote.

(*a*) D. G. M. P. Indent No. .....

or

(*b*) Contract No.....

4. Total tonnage of all types of iron or steel required in each period. (Detailed tonnages by categories and periods must be entered overleaf.)

Year.	* Period.	Total Tonnage of all categories to two places of decimals.
1942	I	
1942	II	
1942	III	
1942	IV	

5. Departmental symbol, number and date of any licence issued in any other application made in connection with the purpose mentioned in paragraph 3 above, or particulars of any other application already made in connection therewith which has been rejected or upon which no licence has yet been issued.

†6. If a licence be granted, the licensee may kindly be empowered to issue sub-licences, for the following reasons :—

Signature of the Applicant.....

*By "Period" is meant one quarter of one year. In any year Period I is January to March, Period II is April to June, Period III is July to September and Period IV is October to December.

†Strike out this paragraph if not applicable.

CERTIFICATE.

I, , Applicant, hereby certify that to the best of my knowledge and belief, no other application has been made by or on behalf of the person named in paragraph 1 to this or any other Quota Holding Department, for iron or steel for the purpose described in paragraph 3 above, except those which resulted in the granting of licences, the details of which have been given in paragraph 5 above, or which have been rejected or are pending and regrading which particulars have been given in the said paragraph 5.

Signature of the Applicant.....

Type of Iron or Steel.	Total Tonnage Required to two places of decimals.	Tonnage required in each year Period.*			
		1942 I	1942 II	1942 III	1942 IV
1. Pig Iron					
2. Blooms, Billets and Slabs					
3. Heavy structurals					
4. Light structurals (including Light Rails)					
5. Shell steel, Ingots, Blooms, Billets and Bars					
6A. Heavy Rails and Fishplates					
6B. Spikes, Coach Screws and other Rail fittings					
7. Tin Plates					
8A. Black Sheets (Plain)					
8B. Black Sheets (Corrugated)					
9. Galvanized Sheets (Plain and Corrugated)					
10. Plates (Shipbuilding)					
11. Plates (ordinary M. S. including Boiler and H. T.)					
12. Plates (Bullet Proof)					
13A. Bars (including Rounds and Squares ½" and above also Flars, Octagons and Hexagons)					
13A. Rods (including Rounds and Squares below ½")					
14B. Bolts, Nuts and Washers (including Fish Bolts, Nuts and Washers)					
14B. Rivets					
15A. Wire (Barbed)					
15B. Wire (Telegraph)					
16. Wire Nails					
17. Wire (other kinds of Black and Bright Wire)					
18. Spring Steel (of any of the above categories)					
19. Hoops and Strips					

N. B.—All applications for Tool Steel (including Die Steel) and Wrought Iron of these categories must be made only to the Director General, Munitions Production, 6, Esplanade East, Calcutta.

*To be given in tons to two places of decimals.

APPENDIX XX.

TOOL TIPPING.

The following procedure is recommended for brazing High Speed Steel Tips to Carbon Steel Shanks :—

1. *Composition of a tipping compound*—

Take :—	Mesh size.	Parts by wt.
Copper (filings or sawings)	30	206
Ferro-Silicon (50 : 50)*	60	280
Aluminium (filings or sawings)	30	40
Ferric Oxide (rouge)	—	45
Borax (Calcined)	30	430
		1,000

*NOTE.—If 50 : 50 Ferro-silicon is not available 70 : 30 or even 80 : 20 may be used, the Si. and Fe. being adjusted to equal weights by means of the addition of powdered cast iron turnings.

The above ingredients should be mixed thoroughly, care being taken to avoid the separation of the constituents of different density.

2. *To use* :—

(i) Machine the end of the carbon steel shank to fit the ground high speed steel tip as perfectly as possible.

(ii) Apply a *thin* layer of the tipping compound which may be *slightly* moistened if very powdery to the surface of the joint and fix the tip in position with a piece of copper wire.

(iii) Transfer to the low temperature hearth of the hardening furnace and heat to soak the tip at 600|700°C.

(iv) Transfer to the high temperature hearth. At some temperature round about 1000°C. a reaction occurs in the powder at the joint accompanied by the evolution of heat. Watch for this, and when it is complete remove the tool from the furnace for an instant. Give the tip a light tap with a hammer to squeeze out the excess material. Return it to the furnace at once and rush the tip up to 1300|1360°C.

(v) Quench from 1300|1360°C. in oil or air blast.

(vi) Re-heat the tip to 600°C. (or such temperature as is recommended by the makers) in order to develop the secondary hardness fully.

(vii) Cool and grind.

3. This process will not only save a large amount of expensive imported High Speed Steel but will be found to be of advantage in that the hardening is quicker, surer and more fool-proof, owing to the relatively thin section of the tip.

4. The actual bond between the two steel surfaces is a very strong Cu-Al-Fe-Si alloy, which, during the slight "Thermit" reaction that occurs at about 1000°C., is superheated to the fusion point of the steel, thus rendering the weld complete. The alloy is extremely fluid and thoroughly "wets" all surfaces ; the excess must be squeezed out by a tap of the hammer as the thinner the joint the stronger it is (compare bronze-jointing of steel with pure copper).

5. It is found by experience that if a tipped tool fails, the break is never at the joint which, if properly made, is stronger than the carbon steel support.

Alternative Method. The undermentioned method has the advantage of using Brass swarf against Copper foil which, at present, is somewhat difficult to obtain :—

1. The tipping compound is made up from :—

   (a) Borax

   (b) Brass swarf

and is prepared as follows :—

2. *Preparation*—

   (a) Crush Borax crystals to powder form.

   (b) Remove oil from brass swarf by burning.

   (c) Mix Borax with brass in proportion 6 to 10 respectively.

   (d) Place mixture in tray over blacksmith's fire and burn off surplus mixture thoroughly mixing the Borax and brass in the process.

   (e) Remove from fire and place in container.

3. *Tipping Sequence.*—Having prepared the compound the sequence of tipping operation are then as follows :—

   (a) Place tip and shank in Blacksmith's fire heat to approx. 500-600°C.

   (b) Remove from fire and apply liberal coating of compound lifting tip to ensure coverage of top surface of shank and bottom surface of tip.

   (c) Place in fire and heat to approx. 500°C.

   (d) Remove and apply more compound between back faces and shank and tip. The mixture should by capillary action adhere to the coatings and form when cold a good sound joint.

   (e) Place in fire and heat to approx. 1300°C.

   (f) Remove from fire, press tip and shank together to remove surplus compound and cool off in air blast.

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